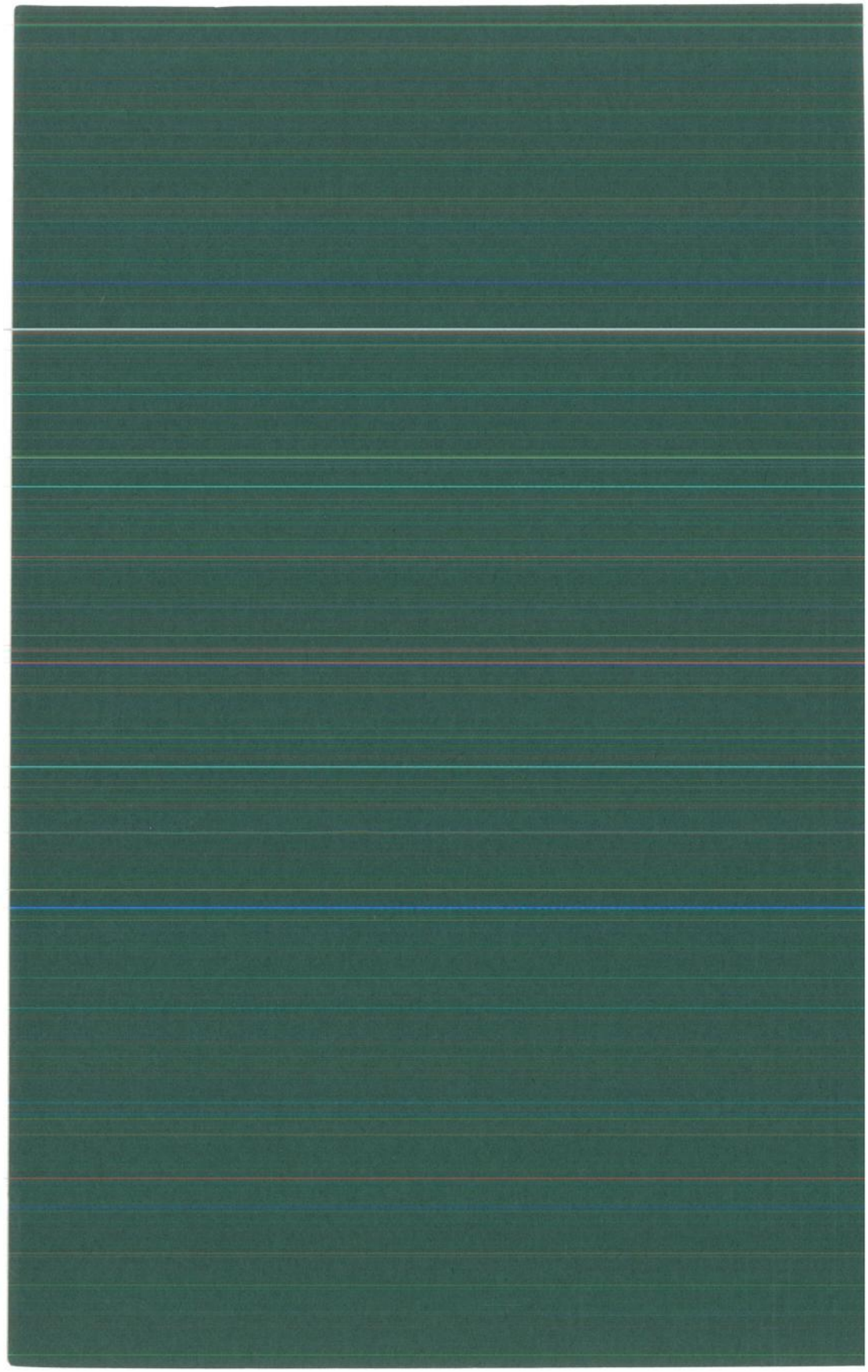
HUSSON

COLLEGE CATALOG 1995-1998



1996 CATALOG ADDENDUM

This is the official addendum to the 1995-1997 Husson College catalog. It contains changes in tuition, curriculum, academic policy and related matters introduced since the publication of the 1995-1997 catalog.

FINANCIAL INFORMATION

Tuition and Fees

For the Academic Year 1996-1997, the tuition schedule is:

10 courses x $840 = $8400 ($280 per credit hour)
5-day meal plan - $8400 + $4290 (Tuition plus Room & Board)
7-day meal plan - $8400 + $4490 (Tuition plus Room & Board)
$100 Comprehensive Fee
Total (with fees) Commuters - $8500
Resident Student (5 day plan) - $12,790
Resident Student (7 day plan) - $12,990
CED Tuition - $357 per 3 credit course
Graduate Tuition - $515 per 3 credit course

STUDENT AFFAIRS

Page 7 - paragraph 2, under Residential Life, Each dormitory room is equipped with a telephone jack and cable T.V. outlet.

Page 9 - paragraph 2, under Athletics and Recreation, Two new club sports currently being developed include field hockey for women and lacrosse for men.

CAREER DEVELOPMENT

Page 10 - Paragraph 2 & 3.
Referral services include the maintenance of a credential file for each student or alumnus/a registered with the office. Credentials are mailed to potential employers as they call in job opportunities.
All students are encouraged to take advantage of the on-campus recruiting program. Representatives from government, business, and industry visit Husson annually to interview candidates.

Page 33 - Paragraph 3 under Cooperative Education Program.
Add the following information after the next to last sentence:
In some cases, credits awarded for internships may exceed this per-term credit limit.

FINANCIAL INFORMATION

Page 24 - Under Fees, add at the end of paragraph 4- Cable television is provided in all residence hall rooms. A $60 per semester fee is assessed for this service.

FINANCIAL AID

Page 27 - There have been several scholarship changes. Please contact the Financial Aid Office for information.

ADMISSIONS

Students who want extra time to select a major may enter under a first-year undeclared major program. Please contact the Admissions Office.

PROGRAMS AND PROGRAM OPTIONS

The following new programs or program options are now available. Interested students should contact the Admissions Office or the office of the dean of the appropriate school for additional information.

School of Business -
Bachelor of Science Degree in Paralegal Studies

School of Nursing and Health Professions
R.N. to M.S.N. Bridge Program
Post Master's Certificate in the Family and Community
Nurse Practitioner Program

NEW CONCENTRATIONS

The following concentrations have been added in the Department of Business Administration of the School of Business:
Family Business Management
International Business
Those interested in additional information should contact the Admissions Office or the Office of the Dean of the School of Business.

CURRICULUM CHANGES

Changes in Degree Requirements - Curricula in the following programs have undergone significant revision. For details, contact the Admissions Office or the Office of the Dean of the School of Business.

Bachelor of Science in Information Systems
(formerly Bachelor of Science in Management Information Systems.)
Bachelor of Science in Business Teacher Education
Bachelor of Science in Business Administration -- Finance Concentration

English Minor - Course requirements in the English Minor have been restructured. For details, contact the Office of the Dean of the School of Sciences and Humanities.

Changes have also been made in the degree requirements of the Associate in Science in Paralegal Studies program. Contact the Admissions Office or the Dean of the School of Business for details.

COURSE ADDITIONS:

The following courses have been added to the cirriculum:

Ac 120 Introduction to Accounting
Ba 334 International Economics
Ba 363 Bank Management
Ba 434 International Finance
Ba 437 International Marketing
Ba 438 Export-Import Procedures
Ba 467 Futures, Options and Derivative Securities
Ed 414 Methods of Teaching High School Curricula
Ed 499 Special Topics in Education
Mi 214 Microcomputer Spreadsheets and Database Mgmt.
Mi 331 Theory and Practice of Networking
Nu 799 Special Topics in Nursing
Ss 246 Business Technology
Sy 110 Cultural Anthropology

COURSE DELETIONS:

The following courses have been deleted from the curriculum:

Ac 481 Advanced Accounting Theory
Ba 240 Survey of Accounting
Ba 241 Managerial Aspects of Accounting
Ba 261 Financial Concepts
Ed 412 Curriculum and Methods of Teaching Technology
Ed 413 Methods of Teaching Accounting & Basic Business Subjects

Mi 112 Management Information Systems
Mi 211 Microcomputer Database Management
Mi 311 MIS Applications III
Mi 312 MIS Applications IV
Nu 301 Parental Child Health Concepts
Ss 100 Microcomputer Accounting
Ss 242 Administrative Procedures I
Ss 243 Administrative Procedures II

CHANGE IN COURSE CREDITS:

The following have been changed from two-credit to three-credit courses:

Ed 100 Practicum in Education
Nu 204 Nursing Health Assessment

CHANGE IN COURSE TITLES:

Several courses in the 1995-1997 Husson College Catalog have new titles. The course prefix and number have remained the same. New titles include

Ec 201 Microeconomics
Ec 202 Macroeconomics
Ed 311 Curriculum and Evaluation
Ed 411 Methods of Teaching Skills in Business Technology
Mi 122 Visual BASIC
Mi 221 COBOL I
Mi 222 COBOL II
Mi 321 Systems Analysis and Design
Mi 351-354 Information Systems Internship
Mi 422 Information Systems Project Development

OTHER CHANGES

MEDICAL ASSISTING

Ss 111 Business Communication Skills and Ss 132 Keyboarding II are no longer required courses in the Medical Assisting program. Eh 221 Business Communications is now a required course in the Medical Assisting program.

MATHEMATICS MINOR

The College has created a math minor. Students may complete the Mathematics Minor at Husson College by declaring their wish to pursue this option and taking 18 credit hours of approved courses. Interested students should discuss this option with their advisors and obtain the approval of the Mathematics Coordinator by the end of their sophomore year. Additional information may be obtained from the Dean of the School of Science and Humanities.

The following courses apply toward the Mathematics Minor:

Ba 413 Operations Management
Ms 131 Logic and Problem Solving
Ms 132 Probability and Statistics
Ms 232 Finite Mathematics
Ms 242 Precalculus
Ms 331 Calculus
Ms 332 Applied Statistics
Ms 499 Topics in Mathematics

ACADEMIC POLICY CHANGES:

School of Nursing and Health Professions - Any student who receives less than 70%, twice, in the same core science course, will be dismissed from the Nursing Program.

No grade below B- will be accepted for any graduate clinical nursing course. A student receiving less than a B- twice in the same graduate clinical nursing course, or less than B- in two separate graduate nursing courses, will be dismissed from the graduate nurse practitioner program. Exceptions to this policy may be considered by the Graduate Program Committee in unusual circumstances.

Policy Change - Repeating Courses - Page 21 (insert between paragraph 1 and paragraph 2) - When a student receives a failing grade (X, F, or WF) in a 299 or 499 course with unique content and seeks to repeat the course, the Dean of the school in which the course was offered may authorize a comparable course to be taken as a substitute. The grade in the designated substitute course will replace the failing grade in calculating the cumulative grade point average.

Changes to page 68, Under Withdrawals and Course Add/Drops, Paragraph 3:

	15-Week Term	12-Week Term	10-Week Term
During 1st Week	90%	88%	85%
During 2nd Week	80%	76%	70%
During 3rd Week	70%	64%	55%
During 4th Week	60%	52%	40%
During 5th Week	50%	40%	25%
During 6th Week	40%	28%	10%
During 7th Week	30%	16%	0%
During 8th Week	20%	4%	0%
During 9th Week	10%	0%	0%
During 10th Week	0%	0%	0%

COURSE DESCRIPTIONS:

Ac 120 Introduction to Accounting **3 Cr.**
This course is designed for nonaccounting majors. It introduces the student to accounting principles and concepts. Students will also use a microcomputer to learn accounting software. Emphasis will be placed on the accounting cycle, payroll accounting and preparation of financial statements for both service and merchandising companies.

Ba 334 International Economics **3 Cr.**
This applied economics course will emphasize the use of cases to study topics such as comparative advantage, treaties, tariffs, non-tariff trade barriers, and trade blocks among developed and developing nations.
Prerequisites: Macro- and Microeconomics

Ba 363 Bank Management **3 Cr.**
This course will introduce students to the specific issues in the financial management of a banking firm and, to a smaller degree, of other financial intermediaries. Emphasis will be on products, roles, regulatory framework, and risk management.
Prerequisites: Financial Management I or Investments

Ba 434 Business Seminar in International Finance. **3 Cr.**
This advanced finance course covers international corporate finance and international investments. Specific topics include: foreign exchange markets; international financial markets; currency futures; options; and swaps; exchange risk management; and international corporate investments.
Prerequisites: Financial Management I, International Economics

Ba 437 International Marketing **3 Cr.**
The basics of international marketing will be taught including the foundations of culture, cultural understanding, business customs and practices in global marketing, assessing global markets, and developing international marketing strategy.
Prerequisite: Marketing

Ba 438 Export-Import Procedures **3 Cr.**
The basics of export-import procedures will be taught including justification for exporting/importing, market planning, methods, selection of appropriate marketing mix variables, and regulation. *Prerequisite: Marketing*

Ba 467 Futures, Options, and Derivative Securities. **3 Cr.**
This advanced finance course will cover market structure, pricing, and applications of derivatives in speculation, portfolio management, and risk management.
Prerequisite: Financial Management I or Investments

Ed 414 Methods of Teaching High School Curricula **3 Cr.**
A study of modern methods and techniques for teaching accounting and allied business subjects commonly taught in the secondary school; namely, economics, consumer education, general business, business management, business mathematics, business law, and salesmanship. Microteaching and videotaped teaching and evaluation are provided.

Ed 499 Special Topics in Education **1 - 3 Cr.**
This is a course of variable content depending on the interests of the students and faculty.

Mi 214 Microcomputer Spreadsheets & Database Management Systems **3 Cr.**
This course covers microcomputer spreadsheet and database software in depth. Spreadsheet topics include functions, decision making, macros, custom menus, importing and exporting. Database topics include file maintenance, custom data entry screens, report generation, indexes, and multiple file processing using 4th generation tools.

Mi 331 Theory and Practice of Networking **3 Cr.**
This course covers the different types of networking topologies, client-server, peer-to-peer, and network administration. Practical aspects include setting up a network, hardware maintenance, and hands on experience.

Nu 799 Special Topics in Nursing **1 - 3 Cr.**
Selected topics in nursing are offered under the guidance of graduate faculty. The course enhances students' knowledge of advanced practice nursing, building on previous knowledge of nursing and health care in today's complex and rapidly changing healthcare system. This course may be used as an elective in the students' program of study and may be taken more than once as long as different topics are taken.

Ss 246 Business Technology **3 Cr.**
This course is designed to be a last semester course for students enrolled in one of several Professional Studies or Teacher Education programs. It provides students the opportunity to bring together and apply the skills and principles learned to this point. Emphasis will be placed on the role of the office professional, the electronic office, human relations and office ethics, time and stress management, and meeting and conference planning.

Sy 110 Cultural Anthropology **3 Cr.**
This course is an introduction to the fundamental concepts and perspectives of culture. It surveys the dynamics of cultural evolution and its significance to civilization. Special attention will be directed towards the geographical basis of culture, the origins of civilization, the structure of civilization and culture -- economic, political, familial, and religious structures and factors that lead to the demise of civilization.

Sc 271, Sc 272, Sc 291 and Sc 292 originally placed in the catalog pending approval have been approved by the faculty.

HUSSON

COLLEGE CATALOG

Volume LIV

August 1995-1998

Husson College
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Telephone (207) 941-7000

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Husson College is accredited by the New England Association of Schools and Colleges, Inc., a nongovernmental, nationally recognized organization whose affiliated institutions include elementary schools through college institutions offering post graduate instruction.

The Husson/Eastern Maine Medical Center Baccalaureate Nursing program is accredited by the National League for Nursing and is approved by the Maine State Board of Nursing. Graduates of the Business Teacher Education Program, upon recommendation of the program director, are given the Maine State Two-Year Provisional Certificate by the Maine State Department of Education. Husson is also approved by the Immigration and Naturalization Service for the training of international students.

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Supplements to the Catalog

Husson College reserves the right to make changes at any time in the policies, procedures, tuition and fees, curriculum, program requirements and all other content areas included in the Catalog.

Husson College does not discriminate on the basis of race, color, national origin, age, sex or handicap in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Personnel Manager, Husson College, One College Circle, Bangor, ME 04401, Tel. 207-941-7000. FAX: 207-941-7988.

Husson College operates its programs and activities so that, when reviewed in their entirety, they are readily accessible to handicapped persons. Housing, counseling, and financial assistance are provided to disabled students in a nondiscriminatory manner. Exclusion of handicapped persons from any course or courses of studies is prohibited as long as the student is able to meet the standards of a course safely and effectively.

HUSSON COLLEGE

Founded in 1898, Husson College has evolved from a small proprietary school to an accredited private institution offering over thirty undergraduate programs in business, education, health and professional studies, including a Master's program in business, nursing, and physical therapy, and Continuing Education programs in Bangor, Portland, Caribou, and Lewiston. The student body has grown to close to a thousand full-time day students and 750 part-time and evening students. In addition, the College is home to international students who come to Husson from all parts of the world to study full time or attend the International Center for Language Studies on the Bangor campus. Husson graduates enjoy a remarkably high job placement rate and have achieved success in a wide variety of professional positions in Maine and throughout the world. The demand for persons with the knowledge and skills that Husson provides will continue to grow in a service-oriented, international economy.

While the College has grown in size and vision, its mission has continued to focus on providing a learning environment which equips the student with a solid foundation of professional and technical skills as well as a broader knowledge in liberal arts and sciences so necessary for success in our ever-changing world.

HUSSON COLLEGE MISSION STATEMENT

Husson College is a private institution of post secondary education offering undergraduate and graduate degrees in business, health, education, and professional studies. Husson seeks to serve motivated, career-oriented students through a curriculum which integrates liberal arts and sciences, professional and technical studies, and experiential learning outside the classroom.

Husson dedicates itself to excellence in teaching, to a personalized collegiate experience, to the development of individual self worth, to a curriculum which promotes clear thinking and communication skills, and to an environment which values the search for ethical truths in a changing world.

THE HUSSON CAMPUS

Husson's 200 acre campus is situated on a wooded hillside that is only a short walk away from a shopping center and two miles from the city of Bangor, Maine (population 33,000). The downtown shopping area is accessible by public transportation from the campus and is the home of the second largest public library and the oldest continuous symphony orchestra in New England.

Campus amenities include three modern dormitories with single and double rooms; an attractive dining commons which offers flexible meal plans; science, microcomputer, and language labs; library and conference rooms; and an athletic complex with fitness equipment and an Olympic size pool. Husson has its own campus radio station, WHSN, and is home to the International Center for Language Studies (ICLS), which provides intensive English study to international visitors from around the world. Peabody Hall, the main administrative and classroom building, is built around an open quadrangle. Peabody offers a bookstore and a new campus center which houses an art gallery, chapel, and dining and performance areas for the Husson community.

Husson is located near some of the finest recreational opportunities in Maine. The Kenduskeag stream is a five minute walk from campus. Excellent skiing and hiking trails are nearby, and the campus is only an hour away from the Maine coast and Acadia National Park. A cross-country skiing and nature trail is in development on campus for use by the Husson community.

LIBRARY

The role of the library is to meet the informational needs of students and other members of the College community. The focus of the collection is on materials that complement the degree programs and reflect the interests of our community. The library provides a variety of resources to support students' curricular activities, including books, journals, newspapers, pamphlets, company reports, and federal and state documents. Faculty place assigned and suggested course readings on reserve in the library and these may be obtained at the circulation desk. Books and magazines for recreational reading and for personal growth are also part of our library's collection.

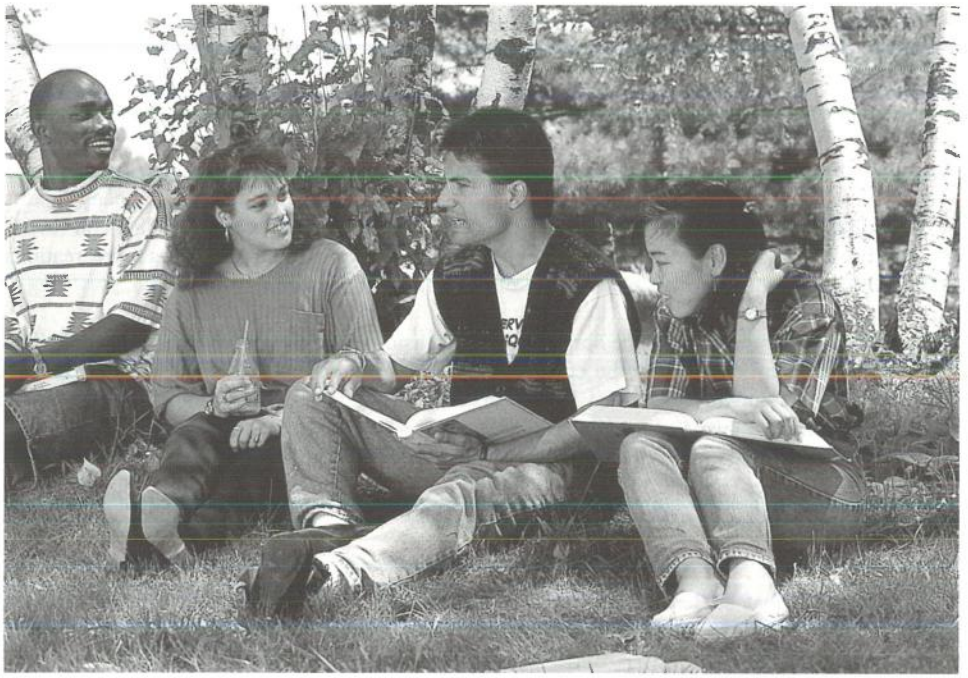
Access to information beyond the library is achieved using an assortment of computer technology, and searching for information can be efficient as well as interesting. CD-ROM products retrieve information about nursing and allied health, taxation, legal and business topics in full-text or bibliographic format. Two on-line databases, WestLaw and FirstSearch, support legal research and research in all other disciplines of study. One computer is dedicated to searching the University of Maine system libraries (URSUS) and gives patrons access to collections in other Maine libraries and some Internet resources. The librarians conduct searches in other computerized databases, and at this time all searching is free to students.

We recognize that students enter Husson College with varied previous library experiences. Students may learn how to use the library's resources through class instruction, individual instruction or with printed handouts.

Students have access to local libraries, including Bangor Public Library, Parrot Health Science Library at EMMC, and the Penobscot County Law Library. The Library cooperates with these and other libraries nationwide to obtain materials that we do not own. The library is open seven days a week during the academic year and offers a quiet environment for studying.

THE INTERNATIONAL CENTER FOR LANGUAGE STUDIES

A unique academic presence at Husson College is the International Center for Language Studies (ICLS). ICLS is a full-time English-as-a-second-language program. Foreign students enroll every four weeks, year round, for intensive English study. They reside in the dormitories and share meals with other Husson students. Many remain at Husson to pursue a regular program of undergraduate or graduate study. ICLS students contribute to the international educational opportunities available at Husson, providing the chance to form friendships with future business leaders and professionals from many cultures and regions of the world.



GENERAL INFORMATION--UNDERGRADUATE

Student Affairs

NEW STUDENT ORIENTATION

Orientation sessions for incoming students are scheduled each year. The purpose of the sessions is to acquaint new students and their families with the College and to introduce them to some of the opportunities and challenges which college life presents.

RESIDENTIAL LIFE

All full-time undergraduate students are required to reside on campus. An exception to this policy may be granted to students who are married or who live with a relative within an approximate commuting distance of thirty (30) miles by submitting a written request to the Office for Residential Life.

Husson College has three residence halls for student housing with each floor designated as either a male or female section. Most of the rooms are double occupancy. All rooms are furnished with a bed, bureau, wardrobe closet, desk, and chair. Each room has a telephone jack. Vending machines, public telephones, television and study lounges, kitchenettes, and a centrally located coin-operated Laundromat are available for resident students.

The residence halls at Husson College provide opportunities for students to become a part of a diverse residential learning community that promotes personal growth and development. Residence hall living is filled with the challenge and excitement of living and learning. The Office for Residential Life is responsible for the social, recreational, cultural, and educational programming, the management of the residence halls, and the enforcement of residential policies and procedures. A Resident Director and upper-class Resident Assistants live in the residence halls to assist students.

DINING FACILITIES

Husson resident students dine at Dickerman Dining Commons, a centrally located modern facility. The College serves a wide variety of wholesome, nutritious foods to meet the needs and tastes of a diverse College community. The snack bar in the student center, located in the lower level of Peabody Hall, serves daily specials along with sandwiches, ice cream, coffee and is designed to serve commuting students, residents, and staff.

PLACEMENT TESTING

Entering students are placed in appropriate mathematics and English courses according to Placement Test scores, SAT scores, and high school achievement.

PERSONAL AND ACADEMIC COUNSELING

Counseling services promote student development and assist students with personal, physical, or academic issues. Adjusting to college life, handling the stress of a busy academic schedule, balancing personal, academic, and extracurricular activities, and developing study and test-taking skills are examples of some of the counseling services available to students.

ASSISTANCE FOR STUDENTS WITH DISABILITIES

Students with a disability are entitled to reasonable accommodations that will allow them access to the college's programs, services, and activities. Students with a disability are encouraged to request accommodations that will help them and are encouraged to talk directly with the responsible faculty or staff member. The Office of the Dean for Student Affairs is a resource for students with a disability.

PEER TUTORING

Upper-class student tutors are available in a variety of basic subjects. These peer tutors have a "B" average and have earned a grade of "B" or better in the subject they are tutoring. The Peer Tutor Room is a comfortable space where students meet their tutors for extra help.

WRITING CENTER

The Writing Center is a place where students can go for help with writing assignments. Trained peer and professional tutors assist students with all aspects of writing, from choosing a topic to developing a more sophisticated writing style.

STUDENT HEALTH

Health care for Husson students is provided through a facility located in Carlisle Hall. It is staffed by a full-time registered nurse and a physician on a part-time basis. This service is for all resident students. Commuting students may use the Student Health Service upon payment of a health service fee.

IMMUNIZATION

Maine State Law (22-MRSA § 6359) requires all full-time and degree seeking part-time post-secondary school students born after December 31, 1956, to show proof of immunization against measles, rubella, mumps, tetanus, and diphtheria.

STUDENT ACCIDENT AND SICKNESS INSURANCE

All full-time undergraduate students are required to have some form of accident and sickness insurance coverage. Husson College makes available to its full-time undergraduates a plan of accident and sickness insurance. A student, covered by other insurance, may waive this plan with proof of other coverage.

CAMPUS SUBSTANCE ABUSE SERVICES

Husson offers a substance abuse program for students. Services include prevention, early intervention, assessment, education, individual and group counseling, and referral. Services are offered to students who are concerned about their own alcohol or other drug use and to any student concerned about the use of chemicals by someone in their lives.

STUDENT ACTIVITIES AND ORGANIZATIONS

A variety of organizations exist on the Husson College campus which are run by and for students and which provide numerous opportunities for service, cultural, recreational, religious, and social affiliations. All of these organizations afford students the opportunity to participate in the Husson community and several provide students with a direct voice in the issues and decision making process which affect daily student life. Among them are the Student Senate, College Yearbook and Newspaper, Husson Players, the International Club, Social Committee, Ski/Outing Club, Cheerleaders, Gamma Sigma Sigma, Phi Beta Lambda, the Presidential Guides, the Multicultural Club, Greek organizations, and many others.

There are clubs designated in each major area of study that strive to further the students education. Students in Free Enterprise, the Accounting Society, the Organization of Student Nurses, the Organization of Student Medical Assistants, the Paralegal Club, and the Data Processing Management Association are all very active.

The Husson College Cultural Committee sponsors numerous events designed to expose students to the theater and the arts. Whether sponsoring the popular Lunch Break Series, or providing access to cultural events in the Bangor area, the Cultural Committee strives to present a variety of activities including lectures, dance and theatrical performances.

Students serve as representatives on many college committees, including the Cultural Committee, the Judicial Board, the Food Committee, and various other functional organizations in the College. The President of the Student Senate is also a member of the Husson College Board of Trustees.

ATHLETICS AND RECREATION

The Newman Athletic Complex houses a wide variety of athletic facilities for Husson students including basketball, racquetball and tennis courts; an Olympic-size swimming pool; weight lifting and mat rooms; and the Webber Health and Fitness Center. Intercollegiate and intramural sports, as well as regularly scheduled exercise programs, are also available.

The College offers an extensive intramural, recreational and intercollegiate sports program for both men and women. The men's and women's intercollegiate programs conform to and hold memberships in the National Association of Intercollegiate Athletics (NAIA) and the Maine Athletic Conference (MAC). The women's program also conforms to and holds membership in the Maine Association of Intercollegiate Athletics for Women. Men's varsity competition includes soccer, basketball, baseball, golf, cross-country, and tennis. Varsity women's competition includes volleyball, soccer, basketball, softball, cross-country, and tennis.

Intramural sports play a large part in satisfying the recreational needs of the college community. Students may compete in racquetball, swimming, volleyball, tennis, softball, soccer, and flag football, to name a few of the activities offered. Husson campus facilities also provide many opportunities for informal recreation.

BOOKSTORE

The Mary McDonald bookstore is located in George F. Peabody Hall. It stocks books required in all programs of study at the College. It also carries a wide variety of school supplies, reference books, greeting cards, gifts, beverages, snacks and clothing.

VEHICLE REGULATIONS

Students are allowed to keep motor vehicles on campus provided that such vehicles are duly licensed and registered by a state and that the vehicle is registered and issued a parking permit by Husson College Security. Proof of state registration and a small fee are required before the privilege of bringing a vehicle on campus is granted.

CAREER DEVELOPMENT

The College offers a broad range of career development services including workshops on resume preparation and interviewing techniques. Students are encouraged to use the resources of the Office for Career Development from their first year at Husson and on a continuing basis through their senior year and after graduation as alumni. The College encourages interaction between the students and the business community by sponsoring dinners and career symposia.

To keep students informed of career developments, the Office for Career Development publishes *Career News Update*, a newsletter of general career hints. A career resource center of current career information is available to students.

Placement services include the permanent maintenance of a confidential file for each student or alumnus registered with the office.

All students and alumni are encouraged to take advantage of the campus recruiting program. Representatives from government, business, and industry visit Husson annually to interview candidates.

STUDENT EMPLOYMENT

The Office for Career Development administers a student employment program to help students meet their college expenses with part-time work. Available jobs are located both on campus and in the local community. A student who wishes to participate in the program should register with the Office for Career Development.

JUDICIAL AFFAIRS

By virtue of attendance, Husson College students agree to the duly published regulations of the College. Regulations are published in the current issue of the Student Handbook. Failure to conform to these regulations may result in suspension or dismissal from the College. The judicial system is a participatory one including members of the faculty, administration, and the student body.

CAMPUS MINISTRY

Husson College recognizes that its primary mission of providing an excellent educational program impacts the total life experience of its students. An integral part of that life experience is a person's spirituality. Husson is committed to address the spiritual needs of its students by providing the Office of the Chaplain.

The Chaplain is available to students for spiritual counseling on a one-to-one basis by appointment. Additionally, the Office of the Chaplain is responsible for establishing a campus ministry program which is open to all students. The types of programs vary but may include activities such as Bible study, focus groups and spirituality development groups.

CAMPUS SAFETY AND SECURITY

The Department of Security is responsible for campus safety and security. Husson College Security issues parking permits and maintains the registrations of vehicles authorized to park on campus. Husson College is committed to achieving campus safety and security through a cooperative effort.

ADMISSIONS

Husson College believes all individuals who have the desire to further their education and have the potential to succeed should have the opportunity to develop college-level competence. Candidates approved for admission prior to the completion of the academic year are accepted contingent upon successful completion of all academic work and the receipt of a final transcript of grades.

The College reserves the right to refuse the acceptance of a degree candidate if the applicant fails to achieve academic success in course work. Admission to the College or to particular programs may be refused to applicants considered incapable of making reasonable academic progress.

Husson College invites applications from secondary school graduates or students having received a General Equivalency Diploma (GED) and qualified international students without regard to age, color, religion, sex, national origin, level of family income, or physical ability.

All correspondence concerning undergraduate admission should be addressed to the Admissions Office, Husson College, One College Circle, Bangor, ME 04401.

When a student begins study at the College leading to a degree, he or she must meet the curriculum requirements in effect at that time. Should the curriculum requirements change, the student may choose to meet the new requirements in effect at the beginning of his or her enrollment. However, without prior notice, the College may at any time replace or update curricula and courses. All courses may not be offered during a given academic year. If a student should drop out of school for a calendar year (12-month period), he or she is obligated to meet any new course curriculum requirements imposed by the College during that time. Nonattendance in summer school sessions does not constitute a break in enrollment.

Applicants for admission to Husson may receive guidance and assistance by writing to the Admissions Office on the Husson campus. The Admissions Office provides materials and newsletters to help applicants learn more about the College. They also invite applicants for personal interviews and campus tours.

To arrange an interview, campus tour, or visit, contact the Admissions Office at 1-207-941-7100 or 1-800-4HU-SSON. The FAX number is 1-207-941-7988.

ADMISSIONS PROCEDURE - Day Division

Husson College accepts students for admission or readmission for the fall semester (September), spring semester (January), or summer school (May, June, July).

To be considered for admission, an applicant should do the following:

1. Complete and return the application form
2. Submit an official high school transcript or GED scores
3. Forward SAT or ACT scores for students entering a four-year program.
4. Forward an official transcript(s) from any college(s) which the applicant has attended to the Admissions Office.

Nursing applicants should see additional admissions information on page 72; Physical Therapy applicants, page 77.

Candidates must be graduates of approved secondary schools or hold a high school equivalency diploma or GED certificate. Other factors considered in the admissions review process include the campus interview (which is encouraged, but not required) and letters of recommendation. A processing fee of $25 is required of all applicants.

When the file is complete and all credentials are received, the Director of Admissions will notify the applicant by letter regarding his/her admissions status.

All incoming first year and transfer students are required to submit a $125 tuition deposit within 30 days of their notification of acceptance by the Director of Admissions. This deposit is refundable until May 1 for those entering in September. Deposits received after May 1 are nonrefundable. Requests for the refund must be addressed to the Director of Admissions and be postmarked no later than May 1. The deposit will be applied to first term tuition charges.

Candidates for the spring term must also submit a $125 tuition deposit upon notification of acceptance to the College. The spring term deposit is nonrefundable.

READMISSION - Day Division

Students who desire readmission must fill out and complete an Application for Readmission which can be obtained from the Admissions Office.

The Director of Admissions will consider the application for readmission on the basis of space availability, program availability and past academic performance. Upon review of the student's request and examination of the required data, the student will be notified by letter of the decision regarding his/her readmission to the College.

VETERANS

Admissions criteria for veterans include graduation from an approved senior high school or a high school equivalency certificate recognized by the applicant's State Department of Education. The College also accepts a General Educational Development Certificate administered under the United States Armed Forces Institute and subsequently recognized by the applicant's State Department of Education. Veterans Administration paperwork for new students requires four to six weeks for processing. Veterans who enroll for courses should be prepared to pay the tuition down payment if the V.A. checks have not arrived in advance of formal registration.

INTERNATIONAL STUDENTS

Husson College enrolls international students who meet the criteria of eligibility established by the College and by the Immigration and Naturalization Service. Enrollment is made by a letter of admission and a Certificate of Eligibility for Non-Immigrant (F-1) Student Status (INS Form I-20).

The above-named document will be issued only if the student meets the following INS requirements:

1. bona fide student status
2. full-time student status
3. ability to meet financial obligations
4. intention to return to his/her country upon graduation

and the following College requirements:

1. academic admissibility
2. financial admissibility
3. full-time day student status

CED international students may be issued I-20 forms if attending full time.

International applicants are expected to submit the same credentials as other students, including transcripts or courses taken and examination results. If the documents are not in English, they must be accompanied by an English translation certified by the same issuing authority or by a reputable translation service.

Applicants whose native language is not English must demonstrate proficiency in reading, writing, speaking and understanding English. However, students who fail to meet the English language requirements may be issued a conditional acceptance contingent upon successful completion of Level 9 at the International Center for Language Studies located at Husson or its equivalent.

A score of 500 or higher on the Test of English as a Foreign Language (TOEFL) will be accepted in lieu of completion of the ICLS program.

STUDENT CLASSIFICATION

1. *Degree Status*
   Students in this category are those enrolled in bachelor or associate programs. Degree status students are eligible for financial aid.

2. *Nondegree Status*
   Students in this category hold a baccalaureate degree and are pursuing courses for personal enrichment. Nondegree status students are not eligible for financial aid.

3. *Special Status*
   Students in this category are students with specific academic needs and who may not meet the college admissions requirements. They will be assigned an advisor who will monitor their progress. Special students in good academic standing may apply for admission to a degree program. It should be noted that students taking courses without regard to a future academic major may take courses that are not transferable for degree credit. It is to a student's advantage to declare a degree objective as soon as practical. As a guideline, a decision should be made after (24) credit hours have been successfully completed. Special status students are not eligible for financial aid.

4. *Conditional Status*
   Students in this category are those diagnosed as having academic deficiencies, for whom a longer time may be required than is shown in the catalog to complete degree requirements. For those students a prescriptive academic plan may include a reduced course load and remedial work with specialists. Conditional status students are eligible for financial aid.

TRANSFER CREDIT POLICY FOR DEGREE CANDIDATES

A student at Husson who is a degree candidate and has not transferred any credit hours from another college or university may transfer twelve (12) credits to be applied toward a bachelor's degree program or six (6) credits to apply toward an associate degree program. However, students are not permitted to transfer in any part of the last year's work in their program [usually thirty (30) semester hours]. A transfer student who is a degree candidate cannot transfer in additional credit beyond those already transferred and granted at the time of admission to Husson.

ADVANCED STANDING-TRANSFER CREDIT, TEST PROGRAM

Entering students may be awarded advanced standing to a maximum of thirty (30) credit hours on the basis of advanced placement examinations. There are two examination programs through which students usually earn college credit, the College Level Examination Program (CLEP) and the College Entrance Examination Board (CEEB).

Six (6) credit hours per subject area may be awarded for the American Council on Education recommended passing scores attained on the College Level Examination Program (CLEP) administered by ETS.

Six (6) credit hours per subject area may be awarded for the American Council on Education recommended passing scores attained on the CEEB's College Level General Examination. Areas covered include mathematics, English, social science, history, accounting, and business administration.

Other recognized college-credit granting programs may also provide a student advanced standing at Husson. Students are encouraged to present earned credit for evaluation when applying for admission.

Students who have attended other accredited institutions and who wish to transfer to Husson are admitted to advanced standing on the quality of their credentials. Such transfer students should have the institution(s) attended send an official transcript of the course work completed to the Husson Admissions Office for evaluation. This should be done as part of the process of applying for admission to the College. Invitations are extended to all transfer students to arrange interviews with the Admissions Office.

Proficiency examinations developed by departments and divisions within the College are also used to assess attained competencies and provide for advanced standing. These examinations are used to measure student attainment of specific learning normally provided through regular Husson courses.

Successful performance results in the awarding of credit for specified courses. The departments and divisions of the College designate the courses for which proficiency examinations are available to students.

Candidates for advanced standing who wish to enroll in a degree program must complete their last thirty (30) credit hours at Husson. Transfer students should follow the regular admission procedure outlined in this catalog. It is recommended that application be made at least one month before the semester in which the student wishes to enter Husson.

The essence of the transfer policy is an evaluation of the individual's complete official transcript(s) from the institution(s) previously attended. It is the transferee's responsibility to have these transcripts forwarded to the Husson Admissions Office. Upon admission to the College, a copy of the evaluation of transfer credit is forwarded to the transferee.

A transfer student who is admitted to Husson from an accredited institution is granted academic credit for acceptable transfer courses within the following guidelines:

1. The transfer students with an associate degree is granted advanced standing, i.e., junior status with sixty (60) credit hours accepted from the transcript. However, the student must be aware that more than two additional academic years at Husson may be necessary to complete the degree requirements for a specific Bachelor of Science degree program. The length of time may be shortened by earning degree credits in the summer sessions at Husson.

2. The transfer student, after becoming a resident student at Husson, cannot transfer additional credits from any other institution into any degree or certificate program.

3. A transfer student without an associate degree is granted academic credit for courses in which a "C-" or better grade had been attained, or which is acceptable to the Chief Academic Officer and Director of Admissions.

ADVANCED STANDING ACADEMIC PROGRAM (ASAP)

Husson College recognizes the desire of high school students to take college courses for credit in order to enter college with advanced standing, thereby bypassing selected introductory level courses. In order to address this need, Husson College has created the Advanced Standing Academic Program.

PROFICIENCY EXAMINATION POLICY

Proficiency examinations are intended for the purpose of recognizing the already attained skills and knowledge of persons who are enrolled at Husson. Students may challenge any course at Husson with the following exceptions:

a. If a course has a prerequisite, the student must have met the prerequisite requirement before challenging the course

b. Those courses restricted by catalog statements on eligibility or otherwise not approved by the separate college departments or divisions

c. The most advanced-level course in a sequence of courses where skills and knowledge attained are closely related to potential job performance

d. Graduate courses

A student shall be permitted to take a proficiency examination in any course for which credit has not already been accepted in transfer by Husson. Proficiency credits from other colleges and universities which are regionally accredited will be accepted by Husson. A student must be registered in a degree program at Husson College to be eligible to take a proficiency exam (with the exception of high school students enrolled in the ASAP).

If the student's proficiency examination score meets the minimum standard required for "C" work in the course, credit for the course will be entered on the student's permanent record by the College Registrar. Such credit will be shown as "credit by proficiency." No grade will be recorded, and the credits will not be included in the computation of the student's grade-point average. If the student's examination does not meet the standard required for "C" work, no credit shall be granted. A student may take a proficiency examination for a given course only once.

ENGLISH PLACEMENT POLICY

English Placement Exam: All incoming students must take examinations in reading and composition, unless they have earned transfer credits in composition from an accredited college or university. The English Placement Committee will place all students in the appropriate first-year English course, based on students' scores.

Any incoming student who fails to take the placement examinations will be placed in Eh 091 (Developmental English).

Eh 111--Composition, and Eh 112--Literature and Research: All students placed in Eh 111 are required to take Eh 111--Composition and Eh 112--Literature and Research in their first year at Husson College.

Students placed in Eh 091 or Eh 092 must take this course in their first semester at Husson followed by Eh 111 in the next semester, and Eh 112 in the following semester.

Students who fail to earn a grade of C- or better in Eh 091, Eh 092, or Eh 111, must repeat the course(s) in the next semester offered.



ACADEMIC POLICIES

SEMESTER HOUR DEFINED AND STUDENT COURSE LOAD

A semester hour, the unit in which courses are measured, is defined as one hour per week of lecture, or not less than two hours per week of laboratory work throughout a semester. A full-time Husson student normally enrolls for 15 credit hours of course work. Exceptions may include the following conditions: (1) a student on probation is required to carry a reduced load of 12 credit hours; or (2) a conditionally accepted student is required to carry a reduced load. Full-time attendance is defined as a course load of 12 or more semester hours.

CHANGE OF ACADEMIC PROGRAM

Students applying for a change of academic program must obtain the approval of the chairs of the departments involved. All program changes become effective at the beginning of the following semester.

COURSE CHANGE AND COURSE WITHDRAWALS

During the first week of classes in the semester, students are given the opportunity to adjust their course schedules by adding and dropping courses. Verbal notice to the instructor or failure to attend class is not sufficient notice. Written consent must be obtained from the faculty advisor. Students who drop courses should realize that completion of graduation requirements may be delayed, that class status may be affected, and that eligibility for financial assistance may be changed.

The policy with respect to withdrawing from a course is as follows:

1. A student who withdraws from a course after the Add/Drop period may not usually be registered or admitted to another course.

2. A student may withdraw from a course up to the midterm of classes and will receive a grade of "W."

3. If a student withdraws after the midterm, a grade of WP or WF will appear on the student's official transcript indicating:

   WP (Withdrew Passing)--The student withdrew from the course having completed all work and assignments up to the time of the withdrawal and/or having participated in the course to the academic expectation of the professor.

   WF (Withdrew Failing)--The student withdrew from the course not having completed the work and the assignments up to the time of withdrawal and/or had not participated in the course to the academic expectation of the professor.

4. The grade of WP or WF will be determined by the professor of the course and submitted to the Registrar at the time the student withdraws from the course, on an official withdrawal form.

5. The grade of WP, although included on the student's transcript, is not computed into the grade-point average or the cumulative average.

6. The grade of WF is computed into the grade-point average and the cumulative average.

ATTENDANCE

Students are expected to attend all scheduled class sessions for courses in which they are enrolled. The only recognized absences are those that are the consequence of family or personal emergencies or extended illness requiring confinement or hospitalization. Proof of the validity of a particular class absence may be required of a student by an instructor. The decision as to whether or not a student may make up classwork, quizzes or examinations missed while absent is exclusively that of the student's instructor.

Instructors are required to keep class attendance records for all courses they teach, and they may file a request with the Chief Academic Officer to deny course credit to any student who has been absent for more than 15 percent of scheduled class time, including laboratory sessions.

LEAVE OF ABSENCE FROM THE CAMPUS

A written leave of absence request submitted to the Dean of Student Affairs allows the student to bypass the more lengthy college admissions process and return to school. A leave of absence is granted for medical reasons only.

DIRECTED COURSE STUDY

Normally, directed study is approved for those students with 15 or fewer credit hours remaining in their program of study. Directed Study is an option that requires the approval of an appropriate faculty member and the division chair/department head. If they approve, they assign students to a particular faculty member. A directed study is developed by the faculty member for a student and submitted to the division/department chair for approval. Final evaluation of a student includes a review of learning outcomes by the faculty member.

Only six (6) semester hours of directed study may be applied to the requirements for a bachelor's degree. Only three (3) semester hours of directed study may be applied to the requirements for an associate's degree.

INDEPENDENT STUDY

Independent Study courses may be available to students who meet the following criteria:

1. Junior or senior status
2. An overall average of 3.0 or
3. A 3.0 average in the previous semester

Department chairs approve and supervise all Independent Study courses. The process follows that established for Directed Study.

QUARTER COURSES

Quarter courses are scheduled in the Spring Semester of the school year. These courses meet on a schedule that is more intensive than semester-length courses.

SUMMER SESSIONS

Summer sessions are offered to allow students early entry into a college program, to accelerate their graduation date, or to make up academic deficiencies. Summer workshops and special educational programs approved by the State Department of Education and Cultural Services and the Veterans Administration are also offered for professional growth or recertification.

GRADING SYSTEM

The system of evaluating a student's achievement at Husson is by letter grade, with grade-point values based upon an earned three-hour credit unit as follows:

	(GPA)*	(QP)**	
A	4.0	12.0	95-100
A-	3.7	11.1	90-94
B+	3.3	9.9	87-89
B	3.0	9.0	83-86
B-	2.7	8.1	80-82
C+	2.3	6.9	77-79
C	2.0	6.0	73-76
C-	1.7	5.1	70-72
D+	1.3	3.9	67-69
D	1.0	3.0	63-66
D-	0.7	2.1	60-62
F	0		Below 60
+P	C level work or higher		Passed
+NG	No grade submitted		
W	Withdrawal up to midterm		
+WP	Withdrew passing		
WF	Withdrew failing		
X	Credit denied because of excessive absence		
+WA	Administrative withdrawal		
+I	Incomplete		
++Q	Audit, no credit earned		
+L	Student enrolled but never attended course, no withdrawal on file.		
* GPA	Grade point average		
** QP	Quality points		

++ Audit Courses: Students who wish to audit a course (enroll for noncredit) must follow the usual registration procedure and will be charged according to the regular tuition schedule.

+ Grade does not affect GPA

The Registrar's Office does not report grades upon a verbal request to do so. Only written requests by authorized personnel are acknowledged.

ACADEMIC INTEGRITY

Academic honesty is expected of all students. A student's education is the result of individual initiative and industry. Students should understand, therefore, that to submit work which is not their own is not only a transgression of College policy, but a violation of personal integrity. The academic community does not tolerate any form of cheating or plagiarism.

The penalty for cheating or plagiarism may be failure in the course. Other academic sanctions may also be taken by the College authorities which may include dismissal.

STUDENT APPEAL OF A COURSE GRADE

If a student believes he or she has received an improper grade for any of the work in a course, the student is to present their case to their instructor by midterm of the next semester. The appeal process must be initiated prior to the end of the subsequent semester. All changes of grade must be processed within one year. If the student is still not satisfied, the next levels of appeal (in order) are the department chair, division chair or dean, chief academic officer, and president of the college.

INCOMPLETE GRADES

In exceptional circumstances students may be given an I (Incomplete) grade. Criteria for granting Incompletes include illness or accident, death or critical illness in the family, emotional disturbance requiring special guidance, and similar difficulties. Incompletes must be concluded and earned grades recorded by mid-semester of the semester following the assignment of the incomplete grades.

An Incomplete automatically becomes an "F" if the Registrar's Office is not notified by the instructor that another grade has been given.

ACADEMIC WARNING, PROBATION AND DISMISSAL

Degree and Special students who do not achieve the minimum cumulative grade-point average listed below receive warnings or are placed on Probation as indicated:

On the completion of:	
9-29 Credit Hours	
1.00-1.49 GPA	Academic Probation
1.50-1.99 GPA	Academic Warning
30 and over Credit Hours	
Below 1.90 GPA	Academic Probation
1.90-1.99 GPA	Academic Warning

First-year students who do not achieve a 1.0 grade-point average for the first semester of attendance may be academically dismissed. However, they may be offered the option to forfeit their entire first semester of course work and retain their enrollment for a second semester if there is a high probability that they can improve their academic performance. Students selecting this option must return to school for the following semester.

Academic Warning alerts students that their achievement is below the standard required for normal progress toward graduation. As a result, reduction in student credit-hour course loads may be imposed as well as restrictions on extracurricular activities. Grade deficiencies should be removed during the subsequent semester or during summer semesters whenever possible.

Academic Probation signifies that students are in serious academic jeopardy. Students on Probation must remove grade deficiencies during the subsequent semester or during summer sessions. Failure to do so may result in academic dismissal from the College. Students on Probation are required to carry a reduced class load and are restricted on extracurricular activities.

Extended Probation may be granted at the discretion of the Chief Academic Officer if the student does not remove the deficiencies in his/her cumulative grade-point average after the completion of the subsequent semester, but has attained a minimum of 2.0 grade-point average in the subsequent semester.

When a full-time day student is dismissed for academic reasons, the student will not be allowed to register for Husson CED courses while the dismissal is in force.

REPEATING A COURSE

Students may elect to repeat courses in which they have received a grade of C- or below. The newly-earned grade will replace the original grade in the calculation of a student's cumulative grade-point average; however, the former grade is retained as originally recorded in the student's transcript.

Students are required to repeat some courses in which they have earned a grade below a C-. The courses to which this policy applies are the following

Eh 091	Essential College Writing Skills
Eh 092	Essential College Writing Skills for International Students
Eh 111	Composition

A student required to repeat a course will be charged full tuition for the course.

CLASS IDENTIFICATION

A student is usually identified as a first-year student, sophomore, junior or senior. Such a classification is applicable to the four years of regular college attendance. However, an increase in hours earned during one or more semesters or enrollment in summer sessions may result in an accelerated program. Thus, it is more accurate to designate class standing in accordance with semester hours earned.

The following schedule of hours earned plus current enrollment is used to establish class standing:

0-23	First-year Student
24-53	Sophomore
54-83	Junior
84	Senior

The schedule above has no necessary relationship to the cumulative hours and required grade- point average necessary for continuing enrollment.

GRADUATION REQUIREMENTS

Course requirements for Bachelor of Science and Associate in Science degrees are listed in the curricula section of the catalog. When the degree candidate successfully completes the curriculum for a selected program of study, he or she is recommended for a degree. Students may complete more than one concentration of study within a degree area. Students may also earn more than a single degree by completing all of the requirements within each degree area.

Candidates for a Bachelor of Science degree are required to complete a minimum of 120 semester credit hours maintaining a 2.0 overall cumulative grade-point average and 2.0 in the professional requirements of the concentration, with at least 15 credit hours in their concentration completed at Husson College. Some programs extend into the fifth year and require substantially more than 120 semester hours to complete.

A student who desires a second or additional bachelor's degree must complete a minimum of 30 semester hours in addition to the semester hour requirements for the first degree.

Candidates for an Associate in Science degree are required to complete a minimum of 60 semester credit hours maintaining a 2.0 or better cumulative grade-point average, and a 2.0 in the professional requirements of the concentration, with at least 15 credit hours in their concentration completed at Husson College.

At least one academic year in residence as an enrolled student is required of each degree candidate. Students must take their final thirty (30) credit hours at Husson College.

Students are given one copy of their transcript at no charge. A $3 charge is made for subsequent copies upon written request. No transcript is issued until the student's financial account has been paid in full.

Degrees are conferred at Spring Commencement exercises held in May. Students are encouraged to be present at Spring Commencement. Students who complete degree requirements before Spring Commencement will receive a letter stating that they have completed all of the degree requirements.

No diploma is issued until the student's financial account has been paid in full.

HONORS

Students carrying a full course of 12 semester hours are placed on the Dean's List if an average grade of 3.4 or better is maintained for the semester.

Husson makes several awards annually in recognition of the accomplishments of members of the graduating class. Gold honor cords are worn by all graduates who participate in commencement ceremonies and have achieved a cumulative grade-point average of 3.4 or better. Special awards are also given to outstanding men and women of the graduating class in both the Bachelor of Science and Associate in Science degrees. These honors are determined by cumulative grade-point averages earned at the end of the penultimate term in a student's program of study.

Graduation honors are as follows:

Highest Distinction	3.8-4.00 GPA
High Distinction	3.6-3.79 GPA
Distinction	3.4-3.59 GPA

VALEDICTORIAN/SALUTATORIAN

A minimum of 90 credit hours at Husson and a minimum of 12 credit hours per semester for at least six semesters completed within five years of matriculation, shall be required for a student to be eligible for valedictorian or salutatorian. There is an annual award to recognize outstanding academic achievement by a student who does not meet the eligibility requirements for valedictorian and salutatorian.

The valedictorian will be the graduating senior with the highest grade-point average. The salutatorian will be the graduating senior with the second highest grade-point average. The winner of the Outstanding Academic Achievement Award will be the graduating senior with the highest grade-point average who does not meet the eligibility requirements for valedictorian or salutatorian.

Valedictorian, salutatorian, and outstanding academic achievement awards are determined based on grades received through the eighth or final semester of completion of degree requirements.

CONFIDENTIALITY OF STUDENT RECORDS

All students and alumni are authorized access, upon presentation of written requests, to records of their attendance, performance, and scholastic achievement maintained by the College. In accordance with the Family Educational Rights and Privacy Act of 1974 as amended, regulations setting forth the procedures by which access may be obtained, the person or persons responsible for custody of records of the office involved, and the persons authorized to have access to student records have been published. These regulations are available to interested persons upon request. All students receive a copy of the Husson College rules and regulations at registration. Records are maintained in accordance with federal and state regulations. In general, after seven years beyond termination or graduation, only transcripts of Husson courses are retained in the Registrar's Office.

CONTRACT FOR DEGREE

Normally, the final thirty credit hours of a student's program of study must be completed at Husson College. Under certain circumstances, a Contract for Degree option will be available for active duty military personnel and other students who are forced to leave the region before completing their studies because of a work assignment.

The student must be able to complete a minimum of thirty of the last sixty credit hours at Husson, fifteen of which must be in the major. Some major courses may not be acceptable as transfer courses. To qualify for the Contract for Degree option, a student must be in good academic standing.

The Dean responsible for the student's major area must give permission to develop a Contract for Degree. The Contract is to be developed with the academic advisor and the Chair of the major program, and must stipulate the specific courses to be completed at another institution.

The Contract process must be initiated while the student is in residence at Husson. The specific courses to be taken at another institution should be approved by the Chair of the major before the student registers. The student must file a written progress report annually with the Chair of the major area, and all work on the degree should be completed within five years of the time the Contract is written.

COMPLIANCE

It is the responsibility of the student, together with his or her professors and advisor, to be familiar with and abide by all academic regulations, including requirements for completing the major and degree, prerequisites to be met for enrolling in certain courses, restrictions on enrollment in certain courses, and withdrawal from and repeating of courses. Failure to comply with all regulations could adversely affect the student's status and graduation.

FINANCIAL INFORMATION

ANNUAL CHARGES (Day Division)

Tuition at Husson College for the 1995-1996 academic year is $268 per credit hour. The tuition for a normal thirty (30) hour academic load is $8,040. The academic yearly room and board charges for a resident student will be based upon a 7-day and 5-day meal plan. The annual charges for a student taking the normal fifteen (15) credit hours per semester would be:

	Commuting Student	Resident Student 5-Day Meal Plan	Resident Student 7-Day Meal Plan
Tuition (10 courses x $780)	$8,040	$8,040	$8,040
Room and Board	N/A	4,100	4,300
Comprehensive Fee (See Below)	100	100	100
Total:	$8,140	$12,240	$12,440

NOTE: The Board of Trustees reserve the right, with reasonable notice, to adjust tuition and room and board fees in accordance with changing costs of operation.

TEXTBOOKS

All textbooks are sold for cash only. Books may not be charged to a student's tuition account.

FEES

Laboratory fees will be assessed for all computer, word processing and some physical and life science courses. A complete listing of lab fees appears in the student handbook.

A student's Accident and Sickness Plan is compulsory for all Husson students unless proof of alternate coverage is provided by signing a waiver. The insurance plan provides limited coverage for certain medical, surgical, nursing, and hospital expenses. A brochure describing the insurance and premium rate is available at the Office of Student Life upon request.

The College collects from all students, taking 9 credit hours or more per semester, a comprehensive fee of $50 per semester, for the support of student activities.

A $50 noninterest bearing damage deposit is charged to every entering resident student. Any dormitory room or common area damage will be charged against that deposit. The student is required to maintain the $50 balance at all times in the damage deposit account. The deposit will be refunded in case of withdrawals from student residence, if such withdrawal plans are received by the Office of Student Life prior to July 1 for the fall semester and December 1 for the spring semester. The deposit will not be refunded for withdrawals after those dates.

The room and board rates are for double occupancy in the residence halls. Depending upon availability, students may request a single room. Students occupying single rooms will be assessed an additional $300 per semester. Contact the Residential Life Office for more details.

Room and board charges include only meals served while the College is in session. Additional charges will be assessed to those students remaining on campus during vacation periods.

Students are given one copy of their transcript at no charge. A $3 charge is made for subsequent copies. No transcript is issued until the student's financial account has been paid in full.

The graduation fee is $50. This charge covers the following items: invitations, diploma, and cap and gown. It is due and payable upon petition for graduation early in October for students completing their program of study in the fall semester of the academic year, and in February for those completing their program of study in the spring semester of the academic year. This fee is payable whether or not students attend the graduation ceremony.

NEW STUDENTS

All charges and fees must be paid in full or satisfactory arrangements made for payment before a student is scheduled for classes. No resident student is admitted in the dormitory until financial clearance has been certified by the Business Office.

RETURNING AND READMITTED STUDENTS

No student is allowed to begin a semester until all previous College charges have been paid in full, unless:

1. a bank loan has been authorized and is pending (it will be considered in the readmitting process) or,

2. satisfactory arrangements for payment of charges for the current semester have been approved by the Business Office.

PAYMENT PLANS

Husson offers both a protected pay-by-the-month plan and a deferred payment plan.

Under the protected pay-by-the-month plan, the total charges for the academic year are divided into ten to twelve equal monthly installments. Interest will be charged only when payments become delinquent. Monthly payments may be made beginning as early as May 30 for the following academic year.

Under the deferred payment plan, the total charges per semester are divided into three or four consecutive monthly installments. Interest will be charged on the unpaid balance. Details about both plans are available in the Business Office.

TUITION REFUND POLICY

Students are enrolled for the entire semester, not for a period of attendance; and the fact that fees are sometimes paid in installments does not constitute a fractional contract. A student who withdraws from school prior to the completion of his/her program of study, either during a semester or between semesters, must file an official form of withdrawal with the Registrar's Office.

Tuition refund credits are computed from the official date of withdrawal. Nonattendance of classes does not constitute an official withdrawal.

For program withdrawals during the regular academic year, refund credits will be prorated on the balance of tuition, fees and other charges using the following schedule:

	15-Week Term
During the First Week	90%
During the Second Week	80%
During the Third Week	70%
During the Fourth Week	60%
During the Fifth Week	50%
During the Sixth Week	40%
During the Seventh Week	30%
During the Eighth Week	20%
During the Ninth Week	10%

Summer Session charges will be prorated using the following schedule:

	10-Week Term	5-Week Term
During the First Week	85%	75%
During the Second Week	70%	50%
During the Third Week	55%	25%
During the Fourth Week	40%	0%
During the Fifth Week	25%	
During the Sixth Week	10%	
After the Sixth Week	0%	

Students who are academically or administratively dismissed will receive a refund in accordance with the above schedule.

Financial aid will be proportionately charged back in accordance with government regulations.

Full tuition credits will be given for individual course withdrawals during the standard add/drop period each term. For individual course withdrawals after the standard add/drop period, tuition and fees will not be adjusted.

RESIDENCE REFUND POLICY

A resident student who withdraws from the College or is academically or administratively dismissed, must sign a Residence Withdrawal form and turn in his/her room key and student ID card to the Director of Residential Life.

A refund credit will be prorated on the residence charges in accordance with the same schedule as is used for tuition refunds (see tuition refund policy above).

FINANCIAL AID

Students attending Husson College annually receive financial aid funds totaling in excess of $3 million from federal, state, community, and campus-based sources. Aid resources are made available to students on the basis of financial need determined by the submission of the Free Application for Federal Student Aid (FAFSA). The FAFSA is the only application required for need-based financial aid consideration at Husson.

The FAFSA collects income and asset information about parents and students. This information is analyzed by the College Scholarship Service and provided to financial aid agencies and institutions. The FAFSA should be completed as soon after January 1 as possible to ensure equitable consideration for existing aid resources. Aid applicants should contact a high school guidance counselor or the Husson College Financial Aid Office to be sure the proper procedure is followed.

Financial aid is renewed annually based upon continued financial needs as demonstrated through the annual filing and the requirement that the student meet the requirements of the Satisfactory Academic Progress policy.

FINANCIAL AID SOURCES

The following is a list of aid sources available to Husson College students. Applicants are encouraged to research the possibility of assistance from other sources such as fraternal and social organizations and special service groups. Usually a high school guidance counselor is the best resource for this type of financial aid information.

FEDERAL SOURCES

Federal Pell Grants
Federal Supplemental Educational Opportunity Grants (SEOG)
Federal Perkins Loan
Federal College Work Study Program (CWSP)
Federal Family Education Loan Program (subject to a separate application at a local lending institution)

STATE SOURCES

Maine Student Incentive Scholarship Program (MSISP)
Non-Maine students should apply to the state grant program in their state of residence

FOR TEACHER EDUCATION STUDENTS

Blaine House Scholarship
Robert C. Byrd Honors Scholarship Program
Paul Douglas Teacher Scholarship Program

COMMUNITY SOURCES

Many communities support student efforts to attend institutions of higher education. Information regarding local aid programs is available through guidance counselors at local high schools.

NON-NEED SOURCES

Husson College payment plans described on page 25
Parent Loan for Undergraduate Students
Unsubsidized Stafford Loan
Maine Educational Loan Authority Supplemental Loan

INSTITUTIONAL SOURCES

Institutional Grants: Husson annually offers a limited amount of grant assistance to students with demonstrated need.

ACADEMIC GRANTS

Academic Honors Scholarship: Ten $1,000 scholarships are awarded annually to entering freshmen students in two- or four-year programs who have achieved academic excellence in high school. These awards are renewed annually so long as the recipient maintains Dean's List grades (3.4 GPA). Applications may be obtained from guidance counselors or by contacting the Office of the Chief Academic Officer at Husson. Application deadline is March 1.

Business Teacher Education Scholarship: Two $1,000 scholarships are awarded annually to entering first-year students in the field of Business Teacher Education who have achieved academic excellence in high school. Renewal and application procedures are the same as for the Academic Honors Scholarships.

Wilfred E. Cobb Memorial Scholarship: Named in honor of a former Husson administrator, this $500 need-based scholarship is awarded annually to a student who best typifies the kind of student Bill tried to help when he was with the college. Selection is made jointly by the Business Office and the Financial Aid Office.

Scholar Incentive Awards: Starting with the first semester of the Sophomore year, awards of $250 or $150 per semester are granted to students who have attained a semester grade-point average of 3.6 (or better) or 3.4 (or better) respectively after the completion of at least thirty (30) credit hours at Husson. The value of these awards is increased by $50 per semester in each succeeding semester. To be eligible the recipient must attain (and maintain) the requisite semester grade point average during a semester in which he or she is carrying a 15 credit hour or greater course load. Payment of this award is applied toward tuition in the subsequent regular semester of enrollment. Please note that students eligible for renewal of either the Honors Scholarship or the Business Teacher Education Scholarship are not eligible for this award.

William H. Donahue Memorial Scholarship: The William H. Donahue Memorial Scholarship of $250 is awarded annually to an upper-class student in the Department of Accounting.

Walker-Perkins Scholarship fund: The Walker Scholarship Fund is distributed for tuition expense to one or more Maine students at Husson subject to the following requirements: (1) the student be enrolled in a four-year program for the year in which the tuition grant is made: (2) the student demonstrates the qualifications to benefit from the education which Husson provides; and (3) the student lacks financial resources to pay tuition at Husson. Selection of the recipient is made by the President. The total amount is $1,000.

William P. Newman Athletic Scholarship: An award made annually from the fund to an upper-class male student who has demonstrated proficiency and sportsmanship in at least two intercollegiate sports.

Fred R. Dingley Scholarship: An award made annually from the fund to a student from the Lee area (Lee, Winn, Springfield, Webster Plantation, Prentiss Plantation, Carroll Plantation, Topsfield, Macwahoc, Reed Plantation, Drew Plantation, and the unorganized territories of Kingman and Brookton) who is in need of financial aid to attend or continue to attend Husson.

National Association of Accountants Scholarship: An award from the fund to an outstanding upper-class accounting major.

Lawrence Eaton Memorial Scholarship: An award from the fund to an upper-class accounting major.

Douglas H. and Ana M. Brown Scholarship: One-half the awards made annually from the fund shall be to outstanding students majoring in a business field offered by Husson and one-half to outstanding students majoring in nursing.

Leonard & Renee Minsky Scholarship: An award from the fund to an upper-class business administration major.

Elizabeth S. Largay Nursing Scholarship: An award made annually from the fund to a regularly enrolled sophomore nursing student from the rural area of Maine who has achieved a GPA of at least 2.8 in the fall semester of the freshman year.

G. Peirce and Florence Pitts Webber Scholarship: Awarded annually by the Scholarship Committee to a deserving student from the State of Maine.

James and Mildred Judy Scholarship: An award from the fund to an upper-class accounting major in the bachelor's degree program.

Leslie Dickerman Scholarship: Two $2,000 grants awarded annually to entering first-year students from Bangor High School. One recipient selected by the Principal and the Chairman of the Business Department and one recipient selected by the Principal and the high school's Scholarship Committee.

Fred V. Hart Scholarship: Two $2,000 grants awarded annually to entering first-year students from Brewer High School. One recipient selected by the Principal and the Chairman of the Business Department and one recipient selected by the Principal and the high school's Scholarship Committee.

Dorothy Bell Husson Scholarship: Two $2,000 grants awarded annually to entering first-year students from John Bapst High School. One recipient to be selected by the Principal and the Chairman of the Business Department and one recipient to be selected by the Principal and the high school's Scholarship Committee.

Chesley H. Husson, Jr., Scholarship: Two $2,000 grants awarded annually; one to an entering first-year student from Hampden Academy and one to an entering first-year student from Hermon High School. Selection is by the schools' Principal and Scholarship Committee.

Roy George Husson Scholarship: Two $2,000 grants awarded annually; one to an entering first-year student from Old Town High School and one to an entering first-year student from Orono High School. Selection is by the schools' Principal and Guidance Counselor.

Chesley H. Husson Scholarship: A $2,000 grant awarded annually to an entering first-year student graduating from a high school outside the Bangor area which entered the greatest number of students in the freshman class at Husson College the previous academic year. The recipient is selected by the school's Principal and Guidance Counselor.

NMTC Honors Scholarship: Two $500 annual grants to students transferring from Northern Maine Technical College to the junior level of a full-time, day division Husson College bachelor's degree program. Selection of the recipients is made by the Director of NMTC.

R. Leon and Alma C. Williams Scholarship: An award or awards from a fund to an entering student who is (or will be) a graduate of Brewer High School or John Bapst Memorial High School and who is a resident of Clifton, Amherst, Aurora, Plantation #33, Osborne Plantation, Eddington, or Holden. The recipient must be a deserving and needy student of good citizenship. The recommendation of local school authorities shall be sought in selecting the recipient(s).

Fleet Bank Scholarship: An award from a fund established to assist deserving Husson students.

The Louise B. Miller Merit Scholarship: This $250 scholarship is awarded in the first semester of the senior year to the junior business education student who has achieved the highest grade point average (based upon 15 credit hours) in the second semester of his or her junior year.

Robert N. Haskell Scholarship: In memory of Robert N. Haskell of Bangor, Maine, Governor of the State of Maine, Bank Executive, Chairman of the Board and President of Bangor Hydro Electric Company, Educator, and Civic leader, this scholarship is awarded by the Director of Financial Aid on the basis of financial need to a sophomore, junior, or senior who is in a business program, is in good academic standing, and who is a resident and citizen of the State of Maine.

Frank M. Carter Scholarship: Established by friends and colleagues in the memory of Frank M. Carter, this scholarship is awarded by the Scholarship Committee to a junior- or senior-level baccalaureate accounting student from the State of Maine who demonstrates both financial need and academic excellence.

Russell C. and Veronica D. Eustis Scholarship: Awarded each year to a student, selected by the Business Administration Department, who is a resident of the State of Maine majoring in Business Administration and who demonstrates both financial need and the ability to succeed in a business program.

Clara Lincoln Swan Scholarship: Awarded annually in the second semester on the basis of financial need by the Director of Financial Aid to a woman attending Husson College in the Business Teacher Education Program or to a member of a women's basketball program.

Roger Castonguay Memorial Scholarship: A $1000 scholarship established by Fleet Bank in the memory of Roger J. Castonguay, a Husson alumnus and former president and CEO of Fleet Bank of Maine. This scholarship is awarded annually on the basis of financial need to a Business or Accounting major from northern Maine.

Vivian Ward Scholarship: This $660 award is granted annually on the basis of financial need to the sophomore Business Education major with the highest first year cumulative grade point average who is receiving no other merit-based assistance save Husson's Scholar Incentive Award.

Woodrow W. Cross Agency Scholarship: This $500 award is granted annually by the Director of Financial Aid to a student of financial need from Central Maine entering Husson College as an accounting or business administration major.

Webber Oil Company Scholarship: Awarded annually by the Director of Financial Aid to a deserving sophomore, junior, or senior student with financial need.

Casco Northern Corporation Scholarship: An award made annually from the fund to a deserving Maine Student.

Delmont N. Merrill Athletic Scholarship: An award is made annually to a deserving student athlete.

Peoples Heritage Savings Bank Scholarship: An award is made annually to a deserving student in the Husson/EMMC Nursing Program.

Andrea Karen Lockhart Scholarship: An award made annually from the fund to a male student from Massachusetts who is playing basketball and giving deserving effort to his studies. Other choices in order of preference if there is no candidate in the first choice: A male from Massachusetts playing any sport and giving deserving effort to his studies, or any student from Massachusetts giving deserving effort to his/her studies.

Edmond LeBrun Scholarship: This scholarship was established to honor a former faculty member, Ed LeBrun. It is an award made annually from the fund to an entering Hampden Academy graduate with proven financial need.

G. Peirce Webber Nursing Scholarship: An award made annually from the fund at the discretion of the Dean of the School of Nursing and Health for financial support to students in the Nurse Practitioner program who demonstrate financial need.

I. Alden Trust Scholarship: This trust, headquartered in Massachusetts, provides annual assistance to needy undergraduate students.

Michael Scott McDowell Memorial Scholarship: Established by friends, relatives and colleagues in his memory. This scholarship is awarded annually by the Scholarship Committee to a third-year student majoring in Business Administration who demonstrates financial need and the ability to succeed in a business program. The recipient must also be a native of the State of Maine.

Guy A. Leonard Nursing Scholarship: A privately sponsored scholarship to assist needy Nursing students. The recipient must be in his/her first or second year.

James River Corporation Scholarship: A need-based award to a sophomore-level student.

Leland R. Bennett Memorial Scholarship: An award made annually from the fund to an incoming adult learner nursing student who demonstrates financial need.

Maine Yankee Scholarship: This scholarship was established to provide a financial award made annually to a student from Maine who demonstrates financial need and to honor a major corporation.

PROGRAMS OF STUDY

Husson College offers the undergraduate degree programs listed below. The College also provides an opportunity for students to follow a selected minor program of study. CED students at Husson have a more limited number of program options and should consult with Center Directors in their respective area.

BACHELOR OF SCIENCE DEGREE PROGRAMS

Bachelor of Science in Accounting
- Management Concentration
- Public Accounting Concentration
- Management/Management Information Systems Concentration
- Public/Management Information Systems Concentration
- BS/MSB Accounting - Public (Five-year Program)

Bachelor of Science in Business Administration
- Management Concentration
- Financial Management Concentration
- Business Administration Concentration
- Marketing Concentration
- Sports Management Concentration

Bachelor of Science in Management Information Systems

Bachelor of Science in Business Teacher Education
- Accounting Concentration
- Business Administration Concentration
- Executive Administration Concentration
- Management Information Systems Concentration

Bachelor of Science in Executive Administration

Bachelor of Science in Nursing

Master of Science in Physical Therapy (Five-year Program)

ASSOCIATE IN SCIENCE DEGREE PROGRAMS

Associate in Science in Accounting

Associate in Science in Broadcast Communications

Associate in Science in Business Administration

Associate in Science in Information Systems

Associate in Science in Paralegal Studies

Associate in Science in Executive Administration
Administrative/Legal Assistant Concentration
Information Processing Concentration
Medical Administrative Assistant Concentration

Associate in Science in Medical Assisting

MINOR PROGRAMS

All students enrolled in baccalaureate degree programs have the opportunity to acquire an academic minor in addition to their major course of study. Minor programs include Behavioral Science, English, and Psychology. Each minor carries a requirement of eighteen (18) credit hours of prescribed course work, and no more than nine (9) credit hours transferred from another college or university can be applied to meet the requirements of a minor. For specific requirements, students should refer to page 39 or see the chair of the Arts and Sciences Division.

COOPERATIVE EDUCATION PROGRAM

The Cooperative Education courses combine classroom theory with practical work experience. Cooperative education courses are available to students when business, industry, or nonprofit institutions join with the College to provide planned periods of part-time or full-time employment. The major objective is to provide students with a career-oriented, educational program which is beneficial to both the student and the cooperative education employer.

Through the blending of study and employment, students may (1) better understand classroom theory through application to a working situation; (2) clarify and define career goals; (3) evaluate chosen academic majors; (4) acquire professional experience; (5) develop maturity, self-confidence, and communication skills; and (6) defray a portion of their educational expenses.

The cooperative education courses are offered to Associate and Bachelor of Science degree candidates who have completed at least two academic semesters in the programs of Accounting, Business Administration, Business Teacher Education, Management Information Systems, Nursing, or Executive Administration. These students must have at least a 2.0 cumulative grade-point average to participate in a cooperative employment experience. There may be additional requirements in particular programs. Unless otherwise stated, a student may earn a maximum of twelve (12) credit hours toward a Bachelor of Science degree and six (6) credit hours toward an Associate in Science degree by working part- or full-time in a business and/or an institution during fall, spring or summer session(s). Students may earn a maximum of six (6) credit hours in a given semester or summer session. Students are encouraged to enroll in Cooperative Education courses wherever general, technical, or open electives are available. A set rate is paid by students participating in cooperative education regardless of status as CED or day school student.

ARMY AND NAVAL R.O.T.C.

Husson students who wish to do so may participate in either Army, or Naval Reserve Officers Training Corps programs in conjunction with the Department of Military Science or Naval Science at the University of Maine at Orono. Participants may gain scholarship status and graduate as second lieutenants in the Army or achieve the rank of Ensign in the Navy Nursing Program. Further information on career opportunities through the Army or Naval R.O.T.C. programs may be obtained by writing to the respective departments at the University of Maine, Orono, Maine 04469.

GENERAL INFORMATION--GRADUATE

ACADEMIC POLICIES

Husson College offers graduate programs in business, nursing, and physical therapy. The Master of Science in Business and Master of Science in Nursing Programs are designed for students who already hold a baccalaureate degree. The policies described below apply to these post-baccalaureate programs. For descriptions of the Master of Science in Business Program, see pp. 47. For descriptions of the Master of Science in Nursing Program, see pp. 81.

The Master of Science in Physical Therapy Program is a five-year entry level master's program. Students are normally admitted in their first year of college and spend three years in undergraduate course work and two years in graduate course work. The Master of Science degree is awarded upon successful completion of this five-year program. There is no baccalaureate degree option in physical therapy available at Husson.

ACADEMIC STANDARDS

Admission to the graduate program is a student's permission to attempt graduate-level work at Husson College. Admission does not imply that Husson College guarantees that a student will necessarily graduate. Once admitted, it is up to the student to demonstrate ability to do graduate work. Those students who do not demonstrate this ability will be dismissed.

Students must maintain a "B" average (3.0) in order to continue in the graduate program. A student whose average falls below 3.0, who earns a grade lower than a "C," or who earns more than two grades of "C" or "C+," will be reviewed by the Graduate Academic Affairs Committee, which may dismiss the student or determine the conditions under which the student may continue in the program. No more than six credits of course work in the "C" range can be applied toward the master's degree. A student who has not attained a grade point average of 3.0 or better at the end of his or her program of study will not graduate.

GRADING SYSTEM

The system of evaluating a student's performance in the graduate program is by letter grade, with grade-point values as follows:

(Grade-Point Average)		(Quality Points)
A	4.0	12.0
A-	3.7	11.1
B+	3.3	9.9
B	3.0	9.0
B-	2.7	8.1
C+	2.3	6.9
C	2.0	6.0
C-	1.7	5.1
F		0.0
*P	Passed	
*NG	No Grade Submitted	
*W	Withdrawal Before Midterm	

*WP	Withdrew Passing
WF	Withdrew Failing
X	Credit Denied Because of Excessive Absences
*WA	Administrative Withdrawal
*I	Incomplete
**Q	Audit, No Credit Earned
*L	Student Enrolled But Never Attended Course, No Withdrawal on File

**Grade does not affect GPA*

***Audit Courses: Students who wish to audit a course (enroll for noncredit) must follow the usual registration procedure and will be charged according to the regular tuition schedule.*

RESOURCES FOR GRADUATE STUDY

The Husson College Library, in addition to its collection of business, nursing and health care related materials, has the capability of locating necessary materials in other libraries through interlibrary loan. Students have access to the Bangor Public Library, one of the finest in the East, and to the Fogler Library at the University of Maine at Orono. The latter is the regional depository for all government publications.

The College has two microcomputer labs with 50 PCs. The labs provide instructional and operational assistance to users and potential users of microcomputers in business, professional, health, and educational settings.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition in the Master of Science in Business Program is $490 per three-credit course. Tuition in the Master of Science in Nursing Program is $804 per three-credit course. A nonrefundable application fee of $25 is required with the formal application for admission to graduate study at Husson. Lab fees may be assessed in some courses.

A graduation fee of $50 covers the following items: diploma, invitation, and cap and gown. The fee is payable at the time the student petitions for graduation and is due regardless of whether a student attends the graduation ceremony. The petition for graduation also initiates a final check of the student's file to ensure that all requirements have been met and all official transcripts and other documents are on file.

All students are entitled to one official transcript of their academic record at Husson College. Additional copies are issued at the cost of $3.

The Board of Trustees reserves the right with reasonable notice to adjust tuition and fees in accordance with changing costs of operation.

REFUND POLICY

Students are enrolled for a place in the College for the entire semester, not for a period of attendance; and the fact that fees are sometimes paid in installments does not constitute a fractional contract.

Refund credit will be prorated on the balance of tuition, after deducting the tuition deposit and other nonrefundable fees, according to the following schedule:

	15-Week Term
During the First Week	90%
During the Second Week	80%
During the Third Week	70%
During the Fourth Week	60%
During the Fifth Week	50%
During the Sixth Week	40%
During the Seventh Week	30%
During the Eighth Week	20%
During the Ninth Week	10%
After the Ninth Week	0%

Terms of different lengths will have different pro rata refund schedules.

WITHDRAWAL

A student who withdraws must file a withdrawal notice in writing with the Graduate Office. Refund credits will be computed from the date that official notice is received in the Graduate Office. Nonattendance of classes does not constitute an official withdrawal. Laboratory and application fees are not refundable.

FINANCIAL AID

The Federal Stafford Loan Program is available for students admitted to and enrolled in the graduate program. These loans are administered through banks and savings associations. To obtain further information and loan application forms, students should contact the Student Loan Officer at their local bank. The Financial Aid Officer at Husson College is also available to assist students in securing the loan.

GRANTS

Federal Nurse Traineeship Grants may be available to full-time students in the M.S.N. Program. Please contact the M.S.N. Program Director for further information.

PAYMENT PLAN

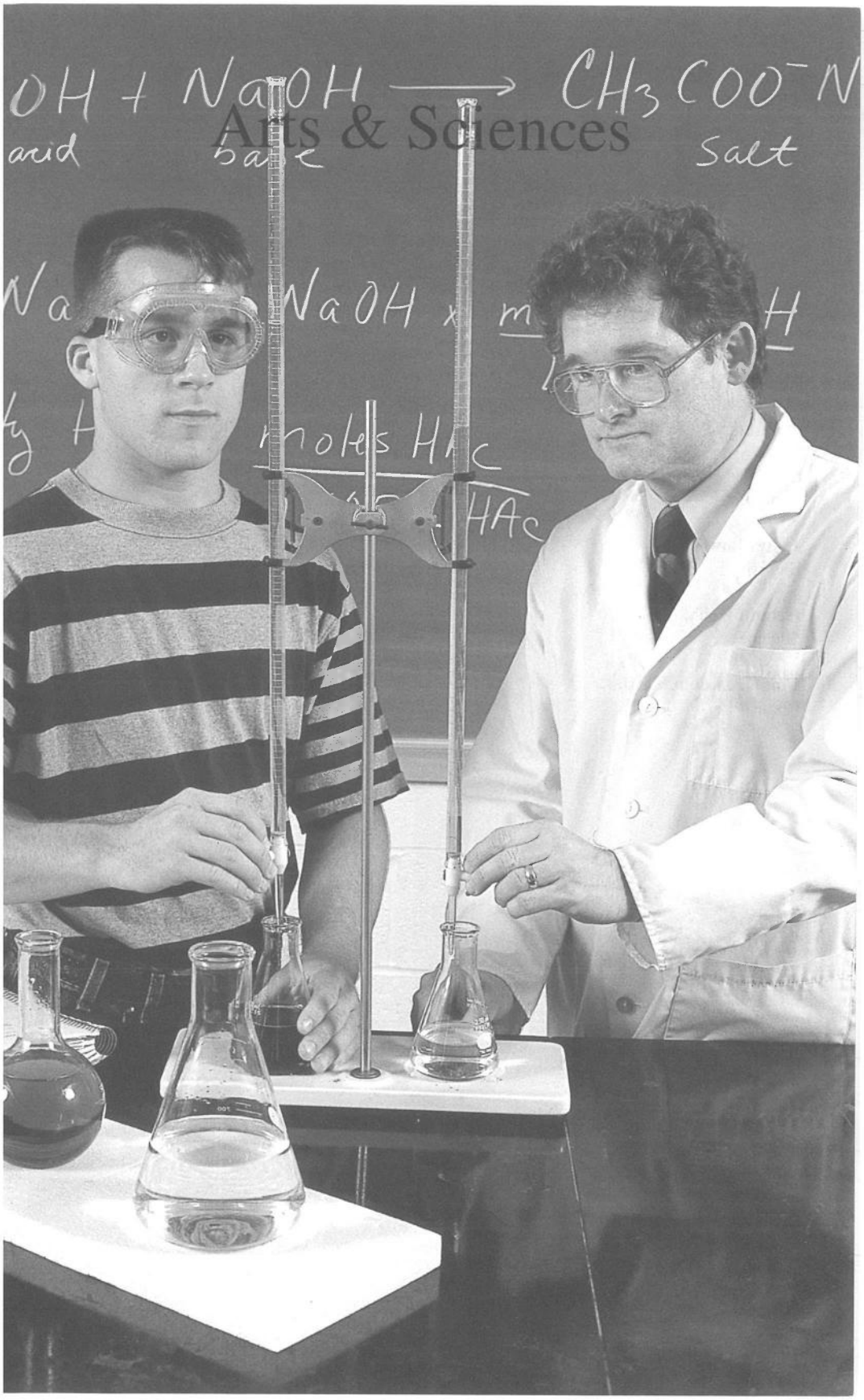
Each student is expected to pay at least one-third of the fall or spring semester's total cost at the time of formal registration. For the summer session, at least one-half of the total cost should be paid at formal registration.

Details about the deferred payment plan are available from the Business Office.

HOUSING

A limited number of spaces may be available in the residence halls during the academic year. Students who attend only during the summer sessions may be accommodated in a residence hall.

Off-campus rooms and apartments are available in Bangor and the surrounding communities. Living accommodations are scarce, however, so the student is advised to arrange for housing in advance of initial enrollment. All inquiries about residence hall spaces should be sent to the Dean of Student Affairs.



Arts & Sciences

THE FACULTY

Arts and Sciences Division

James H. Parker, Jr., Ph.D.
Division Chair
Mathematics

Kenneth M. Johnson, Ph.D.
History
Philosophy

Lambros Karris, Ed.D.
Psychology

James Lowe, Ph.D.
English

Helmut Koch, M.S.
Science

Linda L. Labin, Ph.D.
English

D. Bruce MacGregor, M.Ed.
Speech

Judith A. Musser, Ph.D.
English

Kathleen A. Wall, Ph.D.
Science

Albert E. Weymouth, M.Ed.
English

Robin K. Wilson, Ph.D.
Science

Margaret M. Zoldl, M.S.
Mathematics

DIVISION OF ARTS AND SCIENCES

The traditional mission of the Division of Arts and Sciences at Husson has been a central one. The Division has sustained the programs of Husson's major divisions through course offerings in English, history, psychology, sociology, philosophy, natural sciences, and mathematics. These courses, which constitute a substantial portion of every Husson curriculum, offer the Husson student the opportunity to develop those thinking skills which are the hallmark of the educated person in every professional field. This traditional mission continues to be one of the most important responsibilities of Husson College.

A program of liberal arts minors is available as a further enrichment of a Husson education. Students majoring in any department may minor in English, psychology, or the behavioral sciences. The minors program has thus encouraged the offering of advanced liberal arts electives on a more regular basis.

BEHAVIORAL SCIENCE MINOR

Students may complete the Behavioral Science Minor at Husson College by declaring their wish to pursue this option and taking 18 credit hours (6 courses) of approved courses. Py 111 and Sy 201 are required. Of the remaining twelve credit hours (4 courses), six hours (2 courses) must be elected in psychology and six hours (2 courses) must be elected in sociology. Interested students should discuss this option with their advisors and obtain the approval of the Behavioral Science Coordinator by the end of their Sophomore year. Additional information may be obtained from the Chairman of the Division of Arts and Sciences.

The following courses count toward the Behavioral Science Minor:*

Py 111	General Psychology	Sy 201	Principles of Sociology
Py 212	Applied Psychology	Sy 211	Contemporary Social Issues
Py 241	Human Growth and Development	Sy 312	Sociology of Work
Py 331	Interpersonal Relations	Sy 499	Topics in Sociology
Py 332	Abnormal Psychology		
Py 333	Psychology of Personality		
Py 431	Behavior Modification/Seminar in Learning		
Py 499	Topics in Psychology		

*Majors in the B. S. in Nursing program may substitute Nu 304 for one (1) of the psychology courses other than Py 111.

THE ENGLISH MINOR

Students may complete the English Minor at Husson College by declaring the wish to pursue this option and taking 18 credit hours (6 courses) of approved courses beyond First-Year English (Eh 111 and Eh 112, which are the prerequisites for all English courses). Interested students should discuss this option with their advisors and obtain the approval of the English Coordinator by the end of their Sophomore year. Additional information may be obtained from the Chairman of the Division of Arts and Sciences.

1. The Literature Concentration consistes of two courses in American Literature (aside from the seminar) including at least one semester of the American Literature Survey; one seminar in American Literature; two other literature courses beyond Eh 112; and one Advanced Writing course.

2. The Communication Concentration consists of three communication courses (Advanced Writing, Business Communications, Play Production, etc.); and three literature courses beyond Eh 112, including at least one American Literature course.

The following courses count toward the English Minor:

Eh 221 - Business Communications
Eh 232 - Introduction to Drama/Play Production
Eh 233 - Introduction to the Novel
Eh 234 - American Literature I
Eh 233 - American Literature II
Eh 241 - Major British Writers
Eh 251 - Great Books I
Eh 252 - Great Books II
Eh 299 - Topics in Literature (may include Women's Literature, Utopian Lit., Film as Lit., Comtemporary Lit., Major Modern Writers, etc.)
Eh 311 - Advanced Writing (Essays, Persuasion, Argumentation, Creative Writing)
Eh 322 - Group Leadership and Conference Techniques
Eh 323 - Advanced Business Communications
Eh 411 - Seminar in Literature (Prerequisite: at least one upper-level literature course)

THE PSYCHOLOGY MINOR

Students may complete the Psychology Minor at Husson College by declaring their wish to pursue this option and taking 18 credit hours (6 courses) of approved courses. Interested students should discuss this option with their advisors and obtain the approval of the Psychology Coordinator by the end of their Sophomore year. Additional information may be obtained from the Chairman of the Division of Arts and Sciences.

The following courses count toward the Psychology Minor:*

Py 111 General Psychology
Py 212 Applied Psychology
Py 241 Human Growth and Development
Py 331 Interpersonal Relations
Py 332 Abnormal Psychology
Py 333 Psychology of Personality
Py 431 Behavior Modification/Seminar in Learning
Py 499 Special Topics in Psychology

*Majors in the Bachelor of Science in Nursing program may substitute Nu 304 for one (1) of the above courses.

BROADCAST COMMUNICATIONS

REQUIREMENTS FOR AN A. S. IN BROADCAST COMMUNICATIONS

The Division of Arts and Sciences, in cooperation with New England School of Broadcasting, offers a One-Plus-One Program which leads to an associate degree in Broadcast Communications. The Husson degree requirements are completed in a one-year program which provides the related business skills that are a natural complement to the broadcasting basics covered by the New England School of Broadcasting's one-year certificate program.

Students must satisfy the following requirements:

A. A one-year certificate program from the New England School of Broadcasting totaling not less than 30 credit hours must be completed along with any other required courses. Students must earn an overall 2.0 cumulative grade-point average as well as 2.0 in their major area of concentration.

B. General Education courses required (12 credit hours):

Eh	111	Composition
Eh	112	Literature and Research
Ms	131	Logic & Problem Solving
Py	111	General Psychology

C. Professional courses required (18 credit hours):

Ba	201	Business Law I
Ba	240	Survey of Accounting
Ba	310	Organization and Management
Ba	321	Marketing
Mi	111	Introduction to Microcomputing
		Open Elective

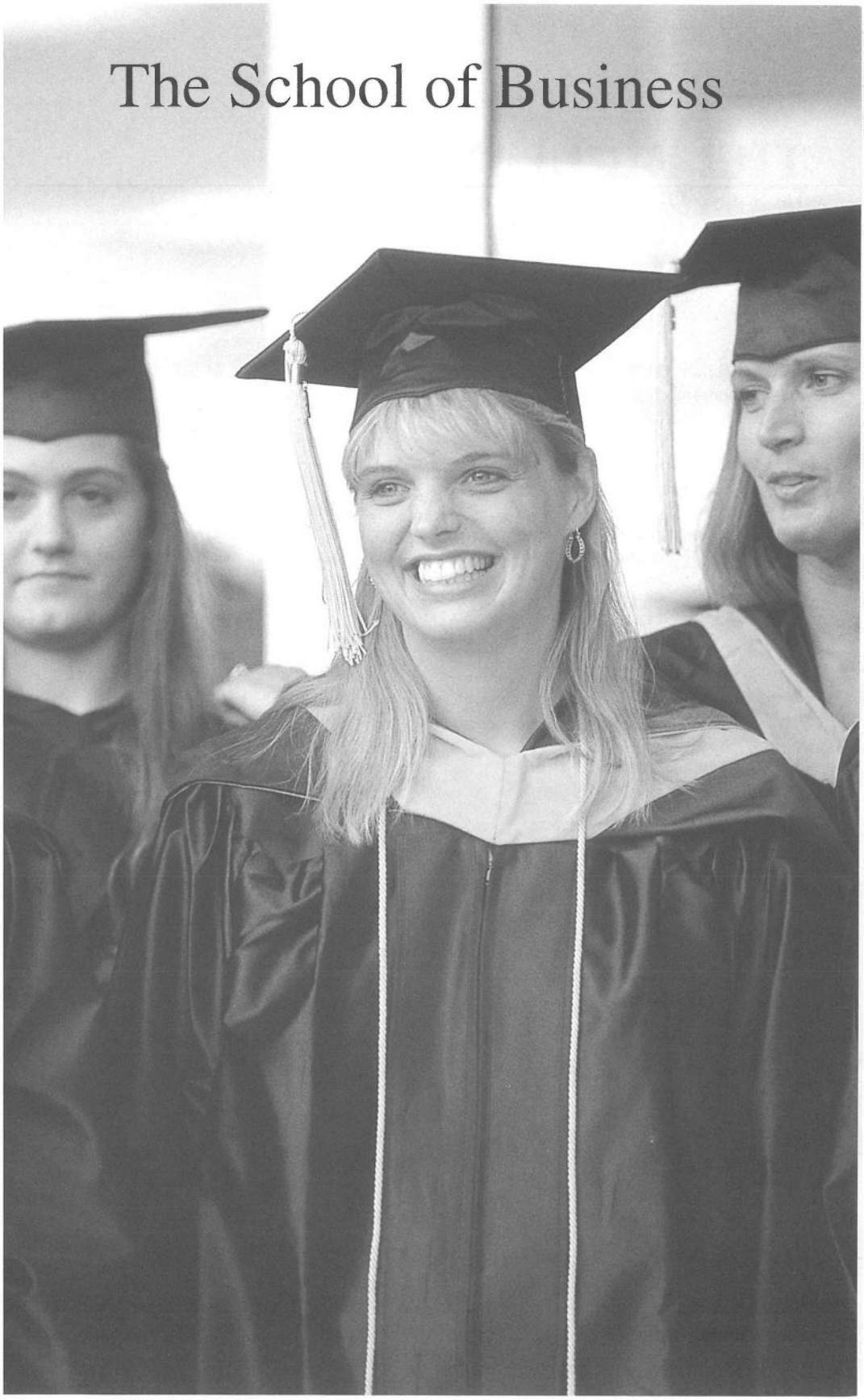
First Year

New England School of Broadcasting
(30 credits)

Second Year

	First Semester	*Credits*		*Second Semester*	*Credits*
Ba 201	Business Law I	3	Ba 310	Organization and Management	3
Ba 240	Survey of Accounting	3	Eh 112	Literature and Research	3
Ba 321	Marketing	3	Mi 111	Introduction to Microcomputing	3
Eh 111	Composition	3	Py 111	General Psychology	3
Ms 131	Logic & Problem Solving	3		Open Elective	3

The School of Business



THE FACULTY

The School of Business

Jesse W. Baker, Ed.D.
Management Information Systems
Orgnization Behavior

Christanna M. Cook, Ph.D.
Marketing, Economics

Robert G. Goodwin, M.Ed, CDE
Management Information Systems

Philip C. Grant, Ph.D.
Human Resource Management
Operations Management

Bonnie Haghkerdar, J.D.
Paralegal Studies

Jessica Reynolds Jenner, Ph.D.
Organization Behavior
Management

Timothy W. Kilroy, Ph.D.
Sports Management

Janet L. Kinney, Ph.D.
Executive Administration
Business Teacher Education

J. Barry Lin, Ph. D.
Finance

Dewey W. Martin, M.S.T., CPA, CMA
Accounting

Karl B. McGaw, CAS
Executive Administration
Business Teacher Education

Curtis S. Morse, Ph.D.
Management Information Systems
Mathematics

Theresa Perry, M.S.
Medical Assisting

William B. Read Jr., M.A.
Business Law, Management

Raj Singhal, Ph.D.
Accounting

Charles M. Sullivan, J.D., Ph.D.
Economics, Business Policy

Roy Thompson, M.S.
Accounting

Anne B. Turner, M.Ed.
Court Reporting

Joy Roper Twomey, M.S., CPA
Accounting

THE HUSSON COLLEGE SCHOOL OF BUSINESS

The School of Business includes programs in Accounting, Business Administration, Business Teacher Education, Executive Administration, Management Information Systems, Medical Assisting, and Paralegal Studies. Most programs offer a general track plus specialized concentrations so that a student has a wide variety of choices. In addition, most four-year programs have a two-year option that leads to an Associate in Science degree. The chart on the following page gives a full display of options in the School of Business.

Some students have a very clear and specific career goal in mind from their first day at Husson, enabling them to select a major and a concentration right away. Other students know they are interested in business, but want time to explore their options. For these students, a general major is a good choice. All the majors in the School of Business have some courses in common, which provides flexibility for students wishing to change their major.

The School of Business operates with a philosophy of education that emphasizes the practical. We know that students are eager to prepare for the world of work and expect their college years to provide concrete skills that can be applied on the job. Husson students take business subjects from the start, building a progression of knowledge and skills over the full span of their college careers. Our full-time faculty are experienced professionals, and many continue to work as consultants in their field. We also employ some part-time faculty; most are experienced working professionals who bring a great deal of practical knowledge to the classroom along with a genuine love of teaching.

Another aspect of our commitment to the practical is the opportunity for cooperative education and internships. The student earns college credit for working in a professional environment under the supervision of a faculty member and a working manager.

The most fundamental element of our philosophy is commitment to the student. Faculty not only serve as advisors who help students select courses and plan a program of study, but they are also available to talk informally with students about career plans. Students who are having difficulty with a course can go directly to the professor for help, which may range from a brief explanation of a complex concept, or a referral to tutoring or study skills counseling. Our goal is to see our students succeed; the faculty are here to teach, to guide, and to serve.

Jessica Reynolds Jenner, Ph.D.
Dean, School of Business

THE PROGRAMS

The School of Business

MASTER OF SCIENCE IN BUSINESS

ACCOUNTING

- A. S. Accounting
- B. S. Accounting
  - *Concentrations*
  - Public Accounting
  - Management Accounting
  - Accounting and Management Information
- B. S. Public Accounting/M. S. in Business

BUSINESS ADMINISTRATION

- A. S. Business Administration
- B. S. Business Administration
  - *Concentrations*
  - Business Administration
  - Finance
  - Management
  - Marketing
  - Sports Management

BUSINESS TEACHER EDUCATION

- B. S. Business Teacher Education
  - *Concentrations*
  - Accounting
  - Business Administration
  - Executive Administration
  - Management Information Systems

EXECUTIVE ADMINISTRATION

- A. S. Executive Administration
  - *Concentrations*
  - Administrative/Legal Assistant
  - Information Processing
  - Medical Administrative Assistant
- B. S. Executive Administration

MANAGEMENT INFORMATION SYSTEMS

- A. S. Information Systems
- B. S. Management Information Systems

MEDICAL ASSISTING

- A. S. Medical Assisting

PARALEGAL STUDIES

- A. S. Paralegal Studies

MASTER OF SCIENCE IN BUSINESS

Established in 1978, the Master of Science in Business Program reflects Husson's long-standing commitment to education for leadership in business. The College believes such education is more than a matter of theory and books. Active classrooms, courses tied closely to actual management experience, and a diverse student body representing various academic and industry backgrounds contribute to a fuller, more useful education.

The Master of Science in Business Program is a thirty-six credit graduate management curriculum designed to develop and strengthen skills in analysis, decision-making, and implementation. The program balances strengths in the traditional areas of accounting, finance, operations, and marketing with careful attention to the development of skills in communication, interpersonal relations, and leadership essential to effective performance in organizations.

In the Master of Science in Business Program, there are no undergraduate prerequisites to graduate level course work. Working professionals with bachelor's degrees from a wide range of fields find the program well suited to balancing current job demands with the need for continuing professional development.

Classes are scheduled on evenings and weekends to accomodate participants' work schedules. The part-time student can complete the program in two years without career interruption. The program is offered on the Husson Campus in Bangor, at the College's Portland Center, and at selected other off-campus locations.

PROGRAM INFORMATION

CORE REQUIREMENTS

The core curriculum in the Husson College Master of Science in Business Program consists of seven required courses. Five additional courses selected from a range of electives make up the thirty-six credits required for completion of the program. Students with a strong background in one or more of the required course areas may, with approval, substitute an elective for the course(s) in question. The core curriculum is as follows:

GR 716 Management Communications
GR 718 Research Methods
GR 726 Organizational Policy and Strategy
GR 738 Managerial Economics
GR 740 Managerial Accounting

Plus one of the three functional management courses:
GR 730 Financial Management
GR 732 Marketing Management
GR 734 Production Management

And one of the two courses on the environment of business:
GR 728 Corporate Strategy and Public Policy
GR 736 Business Law

For purposes of sequencing, the required core courses and the general management electives in the Master of Science in Business curriculum have been clustered in three categories. Category I courses constitute a first level platform in the curriculum and must be completed (unless waived) within the first eighteen credit hours and prior to enrollment in any Category II courses. Category II contains selected functional and advanced subject area courses which require the foundation provided by Category I courses. The third category contains all those general management courses which are open to enrollment at any point in a student's program of study. Some Category III courses do have specific prerequisites.

CATEGORY I
GR 718 Research Methods
GR 738 Managerial Economics
GR 740 Managerial Accounting

CATEGORY II
GR 726 Organizational Policy and Strategy
GR 730 Financial Management
GR 732 Marketing Management
GR 734 Production Management
GR 742 Accounting for Planning, Budgeting & Control
GR 746 Investment Analysis
GR 754 New Venture Planning and Management

CATEGORY III
GR 710 Human Resource Management
GR 716 Management Communications
GR 720 Computer Applications for Business and Education
GR 721 Systems Analysis
GR 724 Leadership in Business and the Professions
GR 728 Corporate Strategy and Public Policy
GR 735 Management in the Service Sector
GR 736 Business Law
GR 744 Quantitative Decision Making
GR 748 Management Information Systems
GR 752 Current Issues in Business

HEALTH CARE MANAGEMENT

While the Master of Science in Business Program has been designed primarily for the education of management generalists, the curriculum does contain one specialized program option in health care management. Students who wish to focus their course work in health care management are expected to complete the M.S. in Business core curriculum, take up to four of the industry specific courses listed below, and complete other elective courses sufficient to satisfy the thirty-six credit hour requirement. The health care management courses are:

GR 756 Health Care Management
GR 757 The Legal Environment of Health Care
GR 758 Health Care Economics
GR 759 Financial Management in Health Care Organizations

ADMISSION

Application for admission to the master's program at Husson should be made to the

Dean of Graduate Studies
Husson College
One College Circle
Bangor, Maine 04401
(207) 941-7062, or 1-800-477-4723

To be admitted, an applicant must have received a baccalaureate degree from an accredited institution and must show promise of ability and motivation to pursue graduate-level work. This requirement is determined by the Graduate Committee based on the following factors:

1. A personal interview with the Dean of Graduate Studies.
2. Letters of recommendation.
3. Previous college or university work.
4. Score on the Graduate Management Admissions Test (GMAT).
5. Previous work experience.

The Admissions Committee makes its determination based on a composite of factors and is aware that undergraduate grades or GMAT scores alone may not reflect an applicant's true potential. An application is not considered complete until the following are received:

1. An application with the $25 application fee (nonrefundable).
2. Official transcript of all previous college work.
3. Two letters of recommendation. (Forms for this purpose are supplied with the application.)
4. Graduate Management Admissions Test (GMAT) results. Graduate Record Examination (GRE) scores may be submitted in lieu of the GMAT. (For information concerning these examinations, contact the Graduate Studies Office.)

STATUS

An applicant's admission status is one of the following:

Regular. Students whose applications are complete and who are accepted by the Graduate Admissions Committee without condition are admitted as regular graduate students.

Conditional. In reviewing a candidate's application, the Graduate Admissions Committee may recommend that a student be accepted on a conditional basis. The letter of acceptance will contain the conditions which must be met before the student can be reclassified for regular status.

Special. This status is assigned to those students who are taking graduate courses but whose applications are not yet complete. Students who are awaiting the GMAT could be enrolled in this category. Admission as a special student does not necessarily mean that the student will be accepted as a regular student when and if application is made for such status. No more than 12 hours in special status may be applied toward the master's degree. Admission to special status requires the submission of official undergraduate transcripts.

Transient. A person enrolled in any other graduate program at another college or university may enroll in graduate courses at Husson College as a transient graduate student provided prerequisite courses, when appropriate, have been taken.

TRANSFER CREDIT

Normally, six credits of appropriate graduate-level course work, earned within five years of entry into the Husson program, may be transferred from an accredited institution, if the grades earned in such course work are "B" or better.

In special circumstances, an individual who has begun a graduate management program at another accredited institution may transfer up to nine credits from that program if those credits have been earned within five years of the date of entry to the Husson program. Likewise, an individual who relocates out of the area may, with prior approval of the Graduate Dean, transfer back to the Husson program up to nine credits of graduate-level course work from an accredited institution in order to complete the requirements for the M.S. in Business degree. Only credits earned in course work completed with a grade of "B" or better will be eligible for transfer.

No credits used to earn another degree can be applied in transfer to the Husson M.S. in Busines Program.

FOREIGN STUDENTS

The foreign applicant is expected to submit the same credentials as other students, including transcripts of courses taken and examination results. If the documents are not in English, they must be accompanied by an English translation certified by the same issuing authority or by a reputable translation service.

Applicants whose native language is not English must demonstrate proficiency in reading, writing, speaking and understanding English. Such applicants must meet both the following requirements:

1. Completion of Level 9 at the International Center for Language Studies located at Husson Collge, or its equivalent. A score of 550 or higher on the Test of English as a Foreign Language (TOEFL) will be accepted in lieu of completion of Level 9.

2. Successful completion of a minimum of four undergraduate courses at Husson College or another accredited U.S. college or university. Two of the courses must be in English, technical writing, or a related area. The remaining two courses must be in business or a related field. A grade of "C" or higher must be earned in each composition course and a grade of "B" or higher in each business course.

PROGRAMS IN ACCOUNTING

B.S. Public Accounting/M.S. In Business	5 years/150 credits
B.S. Accounting	
Concentrations in	
Public Accounting	4 years/120 credits
Management Accounting	4 years/120 credits
Accounting and MIS	4.5 years/135 credits
A.S. Accounting	2 years/60 credits

Husson Accounting majors begin their study of accounting in their first year, then progress through a series of advanced courses that provide in-depth exposure to all specialized aspects of the profession. Faculty are experienced practitioners who combine practical knowledge with up-to-date theory in their teaching. Small class size ensures that students receive the attention they need to do their best. These unique aspects of the Husson Accounting programs produce graduates who are well trained and ready to enter the profession.

The B.S./M.S. program enables a student to fulfill the 150-hour requirement of the American Institute of Certified Public Accountants (A.I.C.P.A.) and also start work on a masters degree while still an undergraduate. This accelerated program provides public accounting majors high level courses in management to complement their intensive professional training in accounting. For more information on the Husson M.S. in Business program, see page 47.

The Public Accounting Concentration prepares a student to work in a firm that provides services to clients in the areas of auditing, taxation, management advice, or information systems. The management accounting concentration prepares a student to work in a corporation, small business, not-for-profit organization, or government. Both concentrations include all the necessary coursework to sit for the appropriate certification exam--CPA for public accountants or CMA for management accountants.

The special joint program in accounting and MIS enables a student to select either the public or the management track and, in addition, to add a second concentration in management information systems. This program prepares the student to enter the workforce as a specialist who combines significant knowledge of computers with in-depth training in accounting--the most important area of information to any business.

The A.S. in Accounting program provides a solid introduction to the field and qualifies graduates to work as a bookkeeper or become a paraprofessional in a public accounting firm. All credits are fully transferrable into the four-year program.

Requirements for a B.S. in Accounting

All Accounting majors must fulfill the following requirements:

A. A minimum of 120 credit hours must be completed.

B. Students must earn an overall 2.0 cumulative grade-point average as well as 2.0 in their Ac prefix courses. Transfer students must complete a minimum of 15 credit hours in Accounting courses at Husson to be eligible for graduation.

C. General Education courses

* Ec 201 Principles of Economics I
* Ec 202 Principles of Economics II
* Eh 111 Composition
* Eh 112 Literature and Research
* Eh 121 Speech
* Ms 131 Logic & Problem Solving
* Ms 232 Finite Mathematics
Ms 132 Probability and Statistics

English Electives
Ph 301 Ethics, or Humanities Elec.
Math/Science Elective
* Psychology/Sociology Elec.
Science Elective
Social Science Elective
* Open Electives

D. Accounting and General Business Courses

* Ac 121 Principles of Accounting I
* Ac 122 Principles of Accounting II
* Ac 201 Intermediate Accounting I
* Ac 202 Intermediate Accounting II
Ac 211 Managerial Accounting, or Open Elective
* Ac 271 Accounting Information Systems
Ac 331 Cost Accounting I
* Ac 441 Federal Taxation I
* Ba 201 Business Law I
* Ba 310 Organization and Management
Da 362 Financial Management I
Eh 221 Business Communications
* Mi 111 Introduction to Microcomputing

E. In addition, each concentration requires a set of special courses, as shown on page 53.

Requirements for an A.S. in Accounting

A. A minimum of 60 credit hours must be completed.

B. Students must earn an overall 2.0 cumulative grade-point average as well as 2.0 in their Ac prefix courses. Transfer students must complete a minimum of 15 credit hours in Accounting courses at Husson to be eligible for graduation.

C. Ac 211--Managerial Accounting I, plus the courses marked with an asterisk (*) in the B.S. program.

Special Courses Required for Accounting Concentrations

Public Accounting	Management Accounting	Accounting/MIS	BS/MS in Business
Ac 301 Advanced Accounting I 302 Advanced Accounting II 442 Federal Taxation II 461 Auditing Concepts and Methods 481 Advanced Accounting Theory	Ac 302 Adv. Accounting II (Consolidations) 331 Cost Accounting I 332 Cost Accounting II 431 Controllership 462 Internal Auditing Concepts and Methods 471 Accounting For Non-profit Organizations Ba 411 Organizational Behavior 462 Financial Management II	Either the public or the management concentration plus: Mi 112 Management Information Systems 221 MIS Applications-COBOL *OR* 311 MIS Applications III-RPG II 222 MIS Applications II-COBOL *OR* 312 MIS Applications IV-Advanced RPG II 321 MIS Analysis & Design 322 Decision Support and Expert Systems 411 Database Design 421 Project Management Techniques 422 MIS Project Development	Public Accounting Concentration plus Ac 482 Advanced Accounting Problems (6) GR 716 Management Communications 718 Research Methods 726 Organizational Policy and Strategy 728 Corporate Strategy and Public Policy 732 Marketing Management *OR* 734 Production Management 738 Managerial Economics Electives (4)

PROGRAMS IN BUSINESS ADMINISTRATION

A.S.	Business Administration	2 years/60 credits
B.S.	Business Administration	4 years/120 credits
	Concentrations in:	
	Business Administration	
	Finance	
	Management	
	Marketing	
	Sports Management	

Husson Business Administration majors develop the skills, attitudes, and technical knowledge that will prepare them for careers in a wide variety of fields that include not only business and industry but government and the not-for-profit sector. They work with faculty who combine academic training with on-the-job experience, and consider teaching to be their highest priority. Small class size ensures that students receive the attention they need to do their best. Internships, the cooperative education program, and in-class simulations, all provide students opportunities to practice the skills of business before they leave the college setting.

The Business Administration concentration includes a maximum number of electives and allows students to design unique programs to meet their needs.

The Finance concentration serves students who are interested in the world of stocks and bonds, insurance, banking, or financial decision making in industry.

The Management concentration serves students who want a career in general management within the service sector, manufacturing, wholesaling, retailing, or government.

The Marketing concentration serves students who are interested in sales, marketing, advertising, market research, retailing, or entrepreneurship.

The Sports Management concentration serves students who want to be involved in the business side of the world of sport, athletics, or fitness.

The two-year A.S. program provides a basic introduction to general business. All credits are transferrable into the four-year program.

Requirements for a B.S. in Business Administration

All Business Administration majors must fulfill the following requirements:

A. A minimum of 120 credit hours must be completed.

B. Students must earn an overall 2.0 cumulative grade-point average as well as 2.0 in their Ba prefix courses. Transfer students must complete a minimum of 15 credit hours in Business Administration courses at Husson to be eligible for graduation.

C. General Education courses

* Ec 201 Principles of Economics I
* Ec 202 Principles of Economics II
* Eh 111 Composition
* Eh 112 Literature and Research
* Eh 121 Speech
* Eh 221 Business Communications
* Hy 101 History of Western Civilization
* Ms 131 Logic & Problem Solving
  Ms 132 Probability and Statistics
* Ms 232 Finite Mathematics
  Ph 301 Ethics
* Py 111 General Psychology
  Sy 201 Principles of Sociology
  Math/Science Elective
  Science Elective
  Open Electives

D. Accounting and General Business Courses

  Ac 121 Principles of Accounting I
  Ac 122 Principles of Accounting II
  Ac 211 Managerial Accounting
* Ba 101 Introduction to Business or Business Elective
* Ba 102 Legal Environment of Business
* Ba 201 Business Law I
* Ba 310 Organization and Management
* Ba 311 Human Resource Management
* Ba 321 Marketing
  Ba 414 Business Policy
  Ec 321 Managerial Economics
* Mi 111 Introduction to Microcomputing

E. In addition, each concentration requires a set of special courses, as shown on page 56.

Requirements for an A.S. in Business Administration

A. A minimum of 60 credit hours must be completed.

B. Students must earn an overall 2.0 cumulative grade-point average as well as 2.0 in their Ba prefix courses. Transfer students must complete a minimum of 15 credit hours in Business Administration courses at Husson to be eligible for graduation.

C. Ba 240 Survey of Accounting, Ba 241 Managerial Aspects of Accounting, and one Business elective, or Ac 121 and Ac 122, and Ac 211, Managerial Accounting, plus the courses marked with an asterisk (*) .

Special Courses Required for Business Administration Concentrations

Business Administration	Finance	Marketing	Management	Sports Management
Ba 261 Financial Concepts 411 Organizational Behavior 414 Business Policy Ec 331 Labor Economics 361 Money and Banking Electives (6)	Ba 202 Business Law II 271 Principles of Insurance 362 Financial Mgmt. I 414 Business Policy 460 Investment and Securities Analysis 462 Financial Mgmt. II 481 Estate Planning 490 International Business Mgmt. 498 Business Seminar Ec 361 Money and Banking Electives (2)	Ba 271 Principles of Insurance 362 Financial Mgmt. I 411 Organizational Behavior 414 Business Policy 421 Advertising 422 Sales & Sales Mgmt. 423 Retail Management 424 Marketing Research 425 Marketing Mgmt. 462 Financial Mgmt. II 490 International Business Mgmt. Elective	Ba 362 Financial Mgmt. I 411 Organizational Behavior 413 Operations Mgmt. 414 Business Policy 422 Sales & Sales Mgmt. 425 Marketing Mgmt. 462 Financial Mgmt. II 490 International Business Mgmt. Ec 331 Labor Economics 361 Money & Banking Elective	Ba 261 Financial Concepts Sc 111 Intro. to Anatomy and Physiology I 112 Intro. to Anatomy and Physiology II 234 Nutrition Sm 101 Intro. to Sports Mgmt. 202 Sports Facilities Mgmt. 301 Athletic Training & Legal Issues 402 Mgmt. of Scholastic & Collegiate Athletics I 403 Mgmt. of Scholastic & Collegiate Athletics II 405 Desktop Publishing in Sports Management 440 Tools & Techniques in Quanitative Analysis 499 Special Topics in Sports Management Internships

PROGRAMS IN BUSINESS TEACHER EDUCATION

B.S. Business Teacher Education

Concentrations in

Accounting	4 years/123 credits
Business Administration	4 years/120 credits
Management Information Systems	4 years/123 credits
Executive Administration	4 years/126 credits

Business Teacher Education (BTE) combines training in business, education, and liberal studies. Graduates are eligible for a Maine State Teacher's Certificate in business education and may also pursue careers in business and industry.

Students have opportunities for a variety of practical experience throughtout the program. The Practicum and Student Teaching provide actual classroom experience. In addition, BTE majors are encouraged to tutor fellow students and to seek business experience through an internship or cooperative education.

A Husson student can declare a BTE major as an incoming first year student. In order to maintain standing within the program at the end of the first four semesters (60 credit hours), a student must have an overall G.P.A. of at least 2.5 and have received a C or better in each of their Ed prefix courses. A grade of B- or above in Eh 111 (Composition) and Ed 100 (Practicum in Education) is highly recommended. Having completed 60 credit hours, students should take the first two components of the National Teacher's Examination (N.T.E.). Scores on this test will be used in counseling students as to whether or not to remain in the program.

A Husson student who wishes to transfer from another major into BTE must have an overall G.P.A. of 2.5 or higher. Students who have completed 60 or more credit hours should take the first two components of the NTE. Transfer students from other institutions must meet the same criteria; no course in which a student earned a grade lower than a C will be accepted in transfer.

Students must apply to be admitted to Student Teaching (Ed 450). They must have a 2.5 G.P.A. and have received a C or better in all Education courses. It is strongly recommended that students pass all three components of the NTE before beginning student teaching.

Students who cannot meet entry requirements for Ed 450 may receive a B.S. in another area by completing additional coursework in that area; however, additional time may be required to complete the degree.

Students who already have a major in an academic displine and wish to seek certification to teach should seek a formal evaluation from the Maine State Department of Education. They may enroll in Husson Education courses, provided they meet the stated course prerequisites.

Requirements for a B.S. in Business Teacher Education

All Business Teacher Education majors must fulfill the following requirements:

A A minimum of 120 credit hours must be completed (123 credit hours if Ss 131 has to be taken, and 126 credit hours if Ss 131 or Ss 101 have to be taken in the BTE/Executive Administration Program).

B. Students must earn an overall 2.5 cumulative grade-point average as well as 2.0 in their Ed prefix courses. Transfer students must complete a minimum of 15 credit hours in Business Teacher Education courses at Husson to be eligible for graduation.

C. General Education courses

Ec 201 Principles of Economics I
Eh 111 Composition
Eh 112 Literature and Research
Eh 121 Speech
Hy 101 History of Western Civilization
Ms 131 Logic & Problem Solving
Ms 232 Finite Mathematics
Py 111 General Psychology
Sc 341 Ecology
Sy 201 Sociology

Humanities/Social Science Elective
Math/ScienceElective

D. Teacher Education and General Business Courses

Ac 121 Principles of Accounting I
Ac 122 Principles of Accounting II
Ba 201 Business Law I
Mi 111 Introduction to Microcomputing
Ss 111 Business Communications Skills
Ss 132 Keyboarding/Typewriting II
Ss 233 Voice Transcription
Ss 242 Administrative Procedures I
Wp 211 WordPerfect
Eh 221 Business Communications
Ed 100 Practicum in Education (2 credit hours)
Ed 201 Philosophical Foundations in Education
Ed 221 Educational Psychology
Ed 311 Curriculum and Evaluation in Business Education
Ed 321 Educating Exceptional Students
Ed 411 Curriculum & Methods of Teaching Keyboarding with Computer Applications
Ed 413 Methods of Teaching Accounting and Basic Business Subjects
Ed 431 Health Practices for Teachers (1 credit hour)
Ed 450 Student Teaching (12 credit hours)
Ed 357 Cooperative Education/Open Elective

E. In addition, each concentration requires a set of special courses, as shown on page 59.

Special Courses Required for B.T.E. Concentrations

Accounting	Business Administration	Management Information Systems	Executive Administration
Ac 201 Intermediate Accounting I	Ac 271 Accounting Information Systems	Ba 101 Introduction to Business	Ba 101 Introduction to Business
202 Intermediate Accounting II	Ba 101 Introduction to Business	Mi 211 Microcomputer Database Design	Ec 202 Principles of Economics II
271 Accounting Information Systems	311 Human Resource Mgmt.	Mi Elective	Ed 412 Curriculum and Methods of Teaching Technology and the Electronic Office
441 Federal Taxation I	321 Marketing	Ss 100 Microcomputer Accounting	Ss 100 Microcomputer Accounting
Ba 101 Introduction to Business	Ec 202 Principles of Economics II	Wp 212 Advanced WordPerfect	Ss 101 Speedwriting I
Ec 202 Principles of Economics II	Ss 100 Microcomputer Accounting		Ss 102 Speedwriting II
			Wp 212 Advanced WordPerfect

PROGRAMS IN EXECUTIVE ADMINISTRATION

B.S.	Executive Administration	4 years/120 credits
A.S.	Executive Administration	
	Concentrations in	
	Administrative/Legal Assistant	2 years/60 credits
	Information Processing	2 years/60 credits
	Medical Administrative Assistant	2 years/61 credits

Husson Executive Administration majors develop the skills that will prepare them for a wide variety of positions in the offices of today.

Students in the four-year Bachelor of Science program prepare for careers as executive secretaries, office managers, and special assistants to senior management. They need a solid base of secretarial skills such as keyboarding and word processing as well as general business knowledge in areas such as accounting and management.

The Associate in Science program prepares students for entry-level positions as secretaries and administrative assistants. The Administrative/Legal Assistant concentration prepares a student to work in any business setting. It develops high level secretarial skills. The concentration in Administrative/Legal Assistant serves students who know they want to work in a law office, for a judge, or in a government office.

The Information Processing track provides extra knowledge of computers, which are of growing importance in business today.

The Medical Administrative Assistant concentration includes special courses in medical terminology and medical office management to prepare students to work in a physician's office, clinic, or hospital setting.

All credits in the two-year A. S. programs are transferrable into the four-year B. S. program in Executive Administration.

Requirements for a B.S. in Executive Administration

All Executive Administration majors must fulfill the following requirements:

A. A minimum of 120 credit hours must be completed.

B. Students must earn an overall 2.0 cumulative grade-point average as well as 2.0 in their major area of concentration. Transfer students must complete a minimum of 15 credit hours in Executive Administration courses at Husson to be eligible for graduation.

C. General Education courses

- Ec 201 Principles of Economics I
- Ec 202 Principles of Economics II
- * Eh 111 Composition
- * Eh 112 Literature and Research
- * Eh 121 Speech
- Ms 131 Logic and Problem Solving
- Ms 232 Finite Mathematics
- Py 111 General Psychology
- Social Science Elective
- Humanities Elective
- Science Elective
- Math/Science Elective
- Humanities/Social Science Elective
- Open Electives (3-12 credit hours)

D. Executive Administration and General Business Courses

- Ac 121 Principles of Accounting I
- Ac 122 Principles of Accounting II
- Ba 201 Business Law I
- Ba 310 Organization and Management
- Eh 221 Business Communications
- Mi 111 Intro. to Microcomputing
- Mi 122 Intro. to MIS Application - BASIC
- * Wp 211 WordPerfect
- * Wp 212 Advanced WordPerfect
- Wp 213 Information Processing Applications I
- Wp 214 Information Processing Applications II
- Wp 215 Information Processing Applications III/Desktop Publishing
- Ss 101 Speedwriting I
- Ss 102 Speedwriting II
- Ss 111 Business Communication Skills
- * Ss 131 Keyboarding/Typewriting I
- * Ss 132 Keyboarding/Typewriting II
- * Ss 231 Keyboarding/Typewriting III
- Ss 233 Voice Transcription
- Ss 242 Administrative Procedures I
- Ss 243 Administrative Procedures II
- Business Related Electives (6-15 credit hours)

Requirements for an A.S. in Executive Administration

A. A minimum of 60 credit hours must be completed.

B. Students must earn an overall 2.0 cumulative grade-point average. Transfer students must complete a minimum of 15 credit hours in Professional Studies courses at Husson to be eligible for graduation.

C. B.S. courses marked with an asterisk (*) plus a set of specialized courses as shown on page 62.

Special Courses Required for A.S. in Executive Administration Concentrations

Administrative/Legal Assistant	Information Processing	Medical Administrative Assistant
Mi 111 Intro. to Microcomputing Ms 131 Logic & Problem Solving Ss 100 Microcomputer Accounting 101 Speedwriting I 102 Speedwriting II 111 Business Communications Skills 242 Administrative Procedures I 243 Administrative Procedures II Wp 213 Information Processing Applications I 215 Information Processing Applications III, Desktop Publishing Humanities Elective ***NOTE:*** Ba 201, Business Law I, and Ss 261, Legal Procedures must be completed by students planning to work as Legal Assistants.	Mi 111 Intro. to Microcomputing Ms 131 Logic & Problem Solving Ss 100 Microcomputer Accounting 111 Business Communications Skills 231 Keyboarding/Typewriting III 233 Voice Transcription 242 Administrative Procedures I Wp 213 Information Processing Applications I 214 Information Processing Applications II 215 Information Processing Applications III, Desktop Publishing	Ma 102 Medical Terminology 103 Clinical Biology I Ml 103 Clinical Biology Lab Ma 201 Medical Law and Ethics 202 Medical Office Practices and Management I 203 Medical Office Practices and Management II Sc 111 Anatomy and Physiology I Sc 112 Anatomy and Physiology II Ss 100 Microcomputer Accounting 101 Speedwriting I 102 Speedwriting II 111 Business Communications Skills 231 Keyboarding/Typewriting III 242 Administrative Procedures I 244 Medical Transcription and Office Procedures

PROGRAMS IN MANAGEMENT INFORMATION SYSTEMS

B.S. Management Information Systems	4 years/123 credits
A.S. Information Systems	2 years/60 credits

Management Information Systems (MIS) specialists design and operate the computer systems that are so vital to businesses and organizations today. The Husson MIS curriculum includes a strong core of general business courses as well as special training in computer programming, systems development, database managememt, artifical intelligence, data communications, and project management.

The two-year Associate in Science program prepares graduates for entry level positions as computer programmers. The four-year Bachelor of Science program prepares graduates for entry level positions as programmer/analyst with potential to move to the level of system analyst or manager. All credits in the two-year program are transferrable into the four-year program.

A special four and one-half year program in Accounting and MIS is also available; it is described fully under programs in Accounting on page 51.



Requirements for a B.S. in MIS

All MIS majors must fulfill the following requirements:

A. A minimum of 123 credit hours must be completed.

B. Students must earn an overall 2.0 cumulative grade-point average as well as a 2.0 cumulative grade-point average in their Mi prefix courses. Transfer students must complete a minimum of 15 credit hours in Mi prefix courses at Husson to be eligible for graduation.

C. General Education courses

Ec 201 Principles of Economics I
Ec 202 Principles of Economics II
* Eh 111 Composition
* Eh 112 Literature and Research
* Eh 121 Speech
* Eh 221 Business Communications
Eh 323 Adv. Business Communications
* Mi 111 Introduction to Microcomputing
* Ms 131 Logic and Problem Solving
* Ms 132 Intro. to Probability & Statistics
* Ms 232 Finite Mathematics
Py 111 General Psychology
Humanities Elective
Science Elective
Social Science Elective
Open Electives (5)

D. MIS and General Business Courses

Ac 121 Principles of Accounting I
Ac 122 Principles of Accounting II
Ac 211 Managerial Accounting
* Ba 102 Legal Environment of Business
* Ba 310 Organization & Management
Ba 311 Human Resource Management
Ba 321 Marketing
* Mi 112 Management Information Systems
* Mi 122 Introduction to MIS Applications-BASIC
* Mi 211 Microcomputer Database Management
Mi 221 MIS Applications I - COBOL
Mi 222 MIS Applications II - Advanced COBOL
Mi 311 MIS Applications III - RPG II
Mi 312 MIS Applications IV- Advanced RPG II
* Mi 321 MIS Analysis and Design
Mi 322 Design Support and Expert Systems
Mi 351 Cooperative Education
Mi 411 Database Design
Mi 421 Project Management Techniques
Mi 422 MIS Project Development
Mi 499 Special Topics in MIS

Requirements for an A.S. in Information Systems

A. A minimum of 60 credit hours must be completed

B. Students must earn an overall 2.0 cumulative grade-point average, as well as a 2.0 cumulative grade-point average in their Mi prefix courses. Transfer students must complete a minimum of15 credit hours in MIS courses to be eligible for graduation.

C. The courses marked with an asterisk (*) in the B. S. program, Mi 221 and 222 or Mi 311 and 312.

PROGRAM IN MEDICAL ASSISTING

A.S. Medical Assisting 2 years/64 credits

Medical assistants are specifically trained to play a significant role in the physician's office. They also work in hospitals and clinics. The medical assistant is trained to manage the office and provide administrative support. In addition, the assistant is trained to carry out direct patient care activities, such as taking a medical history, measuring blood pressure, or taking a blood sample.

Requirements for an A.S. in Medical Assisting

A. A minimum of 64 credit hours must be completed.

B. Students must earn an overall 2.0 cumulative grade-point average. Transfer students must complete a minimum of 15 credit hours in Ma prefix courses at Husson to be eligible for graduation.

C. General Education courses
- Py 111 General Psychology
- Eh 111 Composition
- Eh 112 Literature and Research
- Eh 121 Speech
- Sc 121 Anatomy and Physiology I with Lab
- Sc 122 Anatomy and Physiology II with Lab
- Open Elective

D. Medical Assisting and General Business Courses
- Ma 102 Medical Terminology
- Ma 103 Clinical Biology I
- Ml 103 Clinical Biology Lab
- Ma 201 Medical Law and Ethics
- Ma 202 Medical Office Practices and Management I
- Ma 203 Medical Office Practices and Management II
- Ma 205 Clinical Biology II
- Ml 205 Clinical Biology Lab II
- Ma 206 Pharmacology for Medical Assistants
- Ma 280 Medical Assisting Externship
- Ss 100 Microcomputer Accounting
- Ss 111 Business Communications Skills
- Ss 132 Keyboarding/Typewriting II
- Ss 244 Medical Transcription and Office Procedures
- Wp 211 WordPerfect

PROGRAM IN PARALEGAL STUDIES

A.S. Paralegal Studies — 2 years/60 credits

Paralegals are specifically trained to play a significant role in the legal profession. They work in law offices, courts, government agencies, and as independent consultants. The paralegal knows how to carry out legal research and has a general knowledge of various areas of law.

Requirements for an A.S. in Paralegal Studies

A. A minimum of 60 credit hours must be completed.

B. Students must earn an overall 2.0 cumulative grade-point average. Transfer students must complete a minimum of 15 credit hours in Pl prefix courses at Husson to be eligible for graduation.

C. General Education courses
- Eh 111 Composition
- Eh 112 Literature and Research
- Ph 201 Introduction to Philosophy
- Ph 301 Ethics
- Hy 211 American National Government
- Open Elective

D. Paralegal and General Business Courses
- Ba 201 Business Law I
- Ba 202 Business Law II
- Ss 131 Keyboarding/Typewriting I *OR* Ss 132 Keyboarding/Typewriting II
- Ss 100 Microcomputer Accounting
- Pl 100 Introduction to Paralegal
- Pl 200 Criminal Law
- Pl 201 Real Estate Law
- Pl 203 Civil Litigation
- Pl 204 Introduction to Wills, Estates and Trusts
- Pl 205 Legal Research and Writing
- Pl 207 Law Office Practices
- Pl 210 Paralegal Internship
- Mi 111 Introduction to Microcomputing
- Wp 211 WordPerfect

CONTINUING EDUCATION

Bangor Center @ Husson College	*Caribou Center @ Caribou Learning Center*	*Portland Center @ Westbrook College Campus*	*Lewiston Center @ Park Street*
Husson College One College Circle Bangor ME 04401 (207) 941-7121	Husson College 75 Bennett Drive Caribou ME 04736 (207) 498-6500	Husson College Portland Programs 40 College Street Portland ME 04103-2618 (207) 878-3994	Husson College 37 Park Street Lewiston ME 04240 (207) 786-2114

The Husson College Continuing Education Division (CED) serves adults who, because of work schedules, geographic locations, or responsibilities, wish to attend classes in the evening or on Saturdays. A schedule of course offerings for each center is available prior to the beginning of each term. All sites offer a variety of two- and four-year majors from the School of Business; the exact programs available depend on the needs of the particular community. In addition, the R. N. completion program is available in Bangor.

Our goal is to provide specialized services to adults. We recognize that the adult learner brings special skills and knowledge to the classroom and also has special needs. Our faculty are dedicated to teaching, and most are active professionals in the fields they teach. Each Center is staffed by a full-time Director who is available to students on a convenient schedule.

CED students are subject to the same policies and requirements as all other undergraduates; please refer to pages 17 through 23 of this catalog. The following specialized procedures apply *only* to CED students.

ADMISSION

All applicants should arrange to meet with the director of the center where most courses will be taken. The following information must be submitted as part of the application process:

Official copy of high school transcript or GED certificate.
Official copy of college transcript(s) for transfer credits.
Proof of immunity against measles, mumps, rubella, and diptheria
Completed application/registration form.
Degree application fee of $20.00.

TUITION

Tuition for the academic year 1995-96 is $339 per three-credit course. Some courses also carry a laboratory fee. A deposit of $50, applicable to the total tuition, must be paid at the time of registration; registrations will not be accepted after the second week of class.

Tuition is payable in full the first day of class. However, it is possible to arrange for monthly payments with interest charged on the unpaid balance each month. A student with a balance due from a previous term must clear that balance prior to registering for a new term.

WITHDRAWALS AND COURSE ADD/DROPS

Students may add or drop courses before the start of the term, or during the standard CED add/drop period (the second week of class), and receive a full refund of tuition and fees. A special form must be filed with the Center Director before the start of the third week of class.

After the standard add/drop period, tuition and fees will not be adjusted for individual **course** withdrawals. A student who withdraws from the **program** must file an official form; refund credits are computed from the date that the form is received by the Center Director. **Nonattendance of classes does not constitute withdrawal.**

For program withdrawals during the term, refund credits will be prorated on the balance of tuition, fees, and other charges using the following schedule:

	12-Week Term
During the First Week	90%
During the Second Week	80%
During the Third Week	70%
During the Fourth Week	60%
During the Fifth Week	50%
During the Sixth Week	40%
During the Seventh Week	30%
During the Eighth Week	20%
During the Ninth Week	10%
During the Tenth Week	0%

Financial Aid will be proportionately charged back in accordance with government regulations.

STUDENT I.D. CARDS

Husson I.D. cards are available upon request to CED degree-seeking students. Contact the local Center Director for further information. This I.D. admits CED students to the Husson library and computer labs; it also entitles the student to free admission to Husson athletic events.

ACADEMIC POLICIES AND PROCEDURES

CED degree courses are three (3) credit hours and each course is expected to meet for forty (40) clock hours throughout the term. The usual term academic load is not less than three (3) credit hours nor more than twelve (12) credit hours. At least thirty (30) credit hours as an enrolled student at a center location or the Bangor campus are required for each degree candidate. Students must complete their final thirty (30) credit hours through Husson. A senior, if necessary for graduation, may take fifteen (15) credit hours the last term. Students wishing to take more than twelve (12) credit hours per term must have the approval of the Chief Academic Officer.

School of Nursing
and
Health Professions



THE FACULTY

School of Nursing and Health Professions

Lorrie L. Allen, 1991
Adult Health
Pulmonary Health

Donna L. Ault, 1985
Pediatric
Medical-Surgical

Monica Collins, 1984
Parental-Child Health

Sandra Curwin, 1995
Physical Therapy

Ann P. Ellis, 1983
Medical/Surgical Adult Health
Rehabilitation

Susan M. Ellis-Hermansen, 1993
Adult Health
Gerontology

Nancy J. Grover, 1985
Psychiatric-Mental Health

Katherine M. Hanson, 1993
Midwifery
Womens' Health

Barbara S. Higgins, 1984
Womens' Health

Cathy R. Kessenich, 1990
Adult Health
Research

Mimi Padgett, 1993
Community Health

Sarina Petrolino-Roche, 1990
Adult Health
Community Health

Karen Rich, 1992
Community Health
Gerontology

Ann E. Sossong, 1994
Medical/Surgical Adult Health

Teresa Steele, 1985
Psychiatric-Mental Health

Mary E. Stone, 1991
Community Health
Medical/Surgical Adult Health

SCHOOL OF NURSING AND HEALTH PROFESSIONS

The Husson College/Eastern Maine Medical Center School of Nursing brings together two institutions that share a commitment to excellence in teaching and to the relevance of practical experience. Graduates of the program are prepared to enter a wide variety of practice settings as beginning professional nurses. Potential settings for practice include all areas of hospital nursing, ranging from critical care to newborn nursery, as well as community health, clinic, military, and nursing home settings to name only a few. Baccalaureate degree graduates also are prepared to pursue specialized nursing study at the master's degree level.

The program provides a strong base in the arts and sciences, both as a theoretical foundation for nursing practice and as a component in well-rounded education. Clinical experience in nursing is integrated throughout the four years of study. The nursing faculty are proficient in their theoretical knowledge and active in their respective clinical areas, providing students with realistic role models for excellence in patient care. Clinical learning experiences gradually increase over the four years of the program.

Computerized and other self-study approaches are utilized to enhance learning and to allow for individualized progress in nursing courses. A basic learning laboratory located on the College campus allows students to have unlimited hands-on practice in developing nursing skills. The overall goal of all learning experiences is to prepare professional nurses who are both theoretically knowledgeable and clinically competent upon graduation.

Throughout the program there is emphasis on building upon the student's past learning. In keeping with overall College policies, transfer, CLEP and proficiency examination options are available to students who have completed appropriate educational experiences prior to entering the program. A degree completion component offers specific opportunities for registered nurses who have a diploma or an associate degree. Part-time alternatives for working students who wish to pursue a baccalaureate degree are provided.

Students in the Nursing Program have the best of both worlds: sound liberal education and excellent clinical nursing experience. Graduates of the program can look forward to professional achievement, career flexibility and personal satisfaction. The Husson College/Eastern Maine Medical Center Nursing Program is fully approved by the Maine State Board of Nursing and accredited by the New England Association of Schools and Colleges and the National League for Nursing.

Elizabeth Burns
Dean of the School of Nursing and Health Professions

NURSING ADMISSIONS POLICIES

I. CRITERIA FOR ADMISSION--FIRST-YEAR STUDENTS

All beginning first-year students in the School of Nursing will be required to meet and comply with the basic admission criteria for Husson College. In addition, the Nursing Program maintains specific eligibility requirements. The specific admission requirements for the Nursing Program are as follows:

A. Graduation from an approved high school or credential indicating equivalent preparation.

B. Completion of the following high school subjects with a grade of C or better:

Four years of English
Two years of mathematics, including one year of algebra
Two years of science, including one year of chemistry
One year of social science

C. Health qualifications determined through physician or other health care provider examination and immunization record.

D. Personal qualifications as determined through references and a biographical sketch that includes their personal goals. These will be reviewed by the Admissions and Recruitment Committee.

II. CRITERIA FOR ADMISSION -- R. N. COMPLETION PROGRAM

Applicants for the R. N. Completion Program should contact faculty in that program for additional admission criteria.

III. PROCEDURE FOR STUDENT APPLICATION

The applicant must have the following official records sent to the Husson College Admissions Office before being considered for admission:

A. High School transcript.

B. College transcript, if applicable, or transcript from any other schools attended.

C. Scholastic Aptitude Test (SAT) results.

D. Two references from employers and/or teachers.

Selection of candidates: Preference will be given to candidates who rank in the upper half of their high school graduating class and who achieve a combined score on the Scholastic Aptitude Test (SAT) of 850.

IV. APPLICATION FOR TRANSFER STUDENTS

For transfer, each course must be comparable to those courses offered by the Husson College/ Eastern Maine Medical Center Baccalaureate Nursing Program. Grades of C- or above will be considered for transfer.

For the Committee to review the application of a transfer student, the following records must be made available:

A. Copy of catalog from former school

B. Transcript from former school

C. Health records (student may have summary sent from former school)

D. Two references from employers and/or teachers

Students may be requested to take a Scholastic Aptitude Test (SAT)

IV. TOEFL EXAMINATIONS

Foreign students who have not taken SAT's will be required to take the TOEFL examination. A minimum score of 550 is strongly recommended.

NOTE: Each student will be considered on an individual basis and specific requirements may be waived in exceptional circumstances.

ACADEMIC POLICIES

I. GRADING POLICIES

A. Students in the Nursing Program must pass all CORE courses with a grade of C- (70%) or better. All Nursing courses and required science courses are CORE courses.

B. A student who receives less than C- (70%) twice in a single nursing course or less than C- (70%) in two nursing courses will be dismissed from the Nursing Program.

C. Exceptions to grading policies A and B may be considered by the Nursing Program Curriculum Committee in unusual circumstances.

D. Students will receive one final grade for each nursing course. The clinical component will be graded on a Pass/Fail basis. If a student fails the clinical component, he/she receives an F for the overall course grade.

II. POLICIES RELATED TO TRANSFER CREDIT AND PROFICIENCY EXAMINATIONS

A. Eight credits of Anatomy and Physiology may be accepted from other institutions for transfer into the Baccalaureate Nursing Program. If a student has taken less than eight

credits of Anatomy and Physiology, he or she may be allowed to take a proficiency exam in order to receive all eight credits of Anatomy and Physiology. This will be considered on an individual basis.

B. Art and music courses, which are conceptual (not studio), may be accepted for transfer credit.

C. Language courses in technique/facility will not be transferable, but those involving literature, history, or culture in the language may be accepted for credit.

D. The Husson College policy regarding credit by CLEP and/or CEEB examinations will apply to selected coursework in the Nursing Program: "Six (6) credit hours per subject area with a maximum of thirty (30) credit hours may be awarded..." through each type of examination process.

In addition, students in the Nursing Program may use CLEP and/or CEEB examinations, as approved by course instructors, in order to earn waiver of Program courses. The student will earn no credit for courses waived.

In keeping with the Husson College policy, any course in which all credits earned are less than those required in the Program will be evaluated by the respective Husson faculty member.

III. POLICY REGARDING DISTRIBUTION OF LIBERAL ELECTIVE CREDITS

The liberal studies electives consist of two (2) Humanities and (1) Social Science or (2) Social Sciences and (1) Humanity.

REQUIREMENTS FOR A BACHELOR OF SCIENCE DEGREE --- NURSING

Students must satisfy the following requirements:

A. A minimum of 126 credit hours must be completed. Students must earn an overall 2.0 cumulative grade-point average as well as 2.0 in their major area of concentration.

B. General Education courses required (65 credit hours):

Eh	111	Composition - 3 credits
Eh	112	Literature and Research - 3 credits
Eh	121	Speech - 3 credits
Ms	132	Statistics I - 3 credits
Ph	201	Introduction to Philosophy - 3 credits
Py	111	General Psychology - 3 credits
Py	241	Human Growth and Development - 3 credits
Sc & Sl	121	Anatomy and Physiology I (with lab) - 4 credits
Sc & Sl	122	Anatomy and Physiology II (with lab) - 4 credits
Sc & Sl	181	Chemistry I (with lab) - 4 credits
Sc & Sl	182	Chemistry II (with lab) - 4 credits
Sc	233	Pathophysiology - 3 credits

Sc & Sl	241	Microbiology (with lab)- 4 credits
Sc	234	Nutrition - 3 credits
Sc	392	Research - 3 credits
Sy	201	Principles of Sociology - 3 credits
		Humanities Electives Social Science electives } total - 9 credits Open Elective

C. Professional courses required (61 credit hours):

Nu	100	Introduction to Nursing Concepts (with lab) - 3 credits
Nu	201	Fundamentals of Adult Health (with lab) - 5 credits
Nu	202	Adult Health I (with lab) - 5 credits
Nu	203	Pharmacology 3 - credits
Nu	204	Health Assessment - 2 credits
Nu	301	Parental Child Health Concepts - 2 credits
Nu	302	Parental Child Health I (with lab) - 5 credits
Nu	303	Parental Child Health II (with lab) - 5 credits
Nu	304	Biopsychosocial Health (with lab) - 6 credits
Nu	401	Nursing Intervention in the Community (with lab) - 6 credits
Nu	402	Adult Health II (with lab) - 6 credits
Nu	403	Adult Health III (with lab) - 6 credits
Nu	404	Leadership Concepts (with lab) - 4 credits
		Nursing Elective, Independent Study or Nursing Internship - 3 credits

HUSSON COLLEGE/EASTERN MAINE MEDICAL CENTER BACCALAUREATE NURSING PROGRAM

FIRST YEAR

		Semester 1				Semester 2	
Eh	111	Composition	3	Eh	112	Literature & Research	3
Py	111	General Psychology (SS)	3	Nu	100	Introduction to Nursing Concepts	
Sc	121	Anatomy and Physiology I (NS)	3			(Class: 2.5 cr., Lab: .5 cr.)	3
Sl	121	Anatomy and Physiology I Lab	1	Py	241	Human Growth & Dev. (SS)	3
Sc	181	Chemistry I (NS)	3	Sc	122	Anatomy and Physiology II (NS)	3
Sl	181	Chemistry I Lab	1	Sl	122	Anatomy and Physiology II Lab	1
Sy	201	Principles of Sociology (SS)	3	Sc	182	Chemistry II (NS)	3
				Sl	182	Chemistry II Lab.	1
Semester totals			17				17

SECOND YEAR

		Semester 3				Semester 4	
Nu	201	Fundamentals of Adult Health		Nu	202	Adult Health I	
		(Class: 4 cr., Lab: 1 cr.)	5			(Class: 3 cr., Lab: 2 cr.)	5
*Ph	201	Introduction to Philosophy (H)	3	*Nu	203	Pharmacology	3
Sc	233	Pathophysiology (NS)	3	*Nu	204	Health Assessment	2
Sc	241	Microbiology (NS)	2	Sc	234	Nutrition (NS)	3
Sl	241	Microbiology Lab	2	Eh	121	Speech or Open Elective	3
Semester totals			15				16

THIRD YEAR

	Semester 5			Semester 6	
Ms 132	Statistics (NS)	3	*Nu 304	Biopsychosocial Health	
*Nu 301	Parental Child Health Concepts	2		(Class: 3 cr., Lab: 3 cr.)	6
*Nu 302	Parental Child Health I		Sc 392	Research (NS)	3
	(Class: 3 cr., Lab: 2 cr.)	5	Eh 121	Speech or Open Elective	3
*Nu 303	Parental Child Health II			Liberal Studies Elective (H or SS)	3
	(Class: 3 cr., Lab: 2 cr.)	5			
Semester totals		15			15

FOURTH YEAR

	Semester 6			Semester 7	
*Nu 401	Nursing Intervention in the		Nu 403	Adult Health III	
	Community (Class 3 cr., Lab 3 cr.)	6		(Class 3 cr, Lab 3 cr.)	6
Nu 402	Adult Health II		*Nu 404	Leadership Concepts	
	(Class 3 cr., Lab 3 cr.)	6		(Class 3 cr., Lab 1 cr.)	4
	Liberal Studies Elective (H or SS)	3		Liberal Studies Elective (H or SS)	3
				Nursing Elective, Ind. Study or Internship	3
Semester totals		15			16

*Courses may be taken either semester
Note: (H) Humanities, (SS) Social Science, (NS) Natural Science

REQUIREMENTS FOR A BACHELOR OF SCIENCE DEGREE (R.N. COMPLETION)

A. Only registered nurses will be admitted to the R. N. Completion Program. A minimum of 125 credit hours must be completed. R. N. Completion students must present evidence of a active Maine registered nurse license. Of the 125 credit hours registered nurses must complete 60 Husson course credits. Thirty credits may be earned through transfer or exam.

B. Requirements:

General Education			*Credits*
Eh 111	Composition		3
Eh 112	Literature & Research		3
Sy 201	Principles of Sociology		3
Py 111	General Psychology		3
Ph 201	Introduction to Philosophy		3
Eh 121	Speech		3
	Electives (5) -		15
	1 Open	3	
	2 Humanities	6	
	2 Social Sciences	6	
Ms 341	Statistics		3
Sc 392	Research		3

Professional Courses:

Sc 121	Anatomy and Physiology I	3
Sl 121	Anatomy and Physiology I Lab.	1
Sc 122	Anatomy and Physiology II	3
Sl 122	Anatomy and Physiology II Lab	1
Sc 181	Chemistry I	3
Sl 181	Chemistry I Lab	1
Sc 182	Chemistry II	3
Sl 182	Chemistry II Lab	1
Py 241	Growth and Development	3
Sc 233	Pathophysiology	3
Sc 241	Microbiology and Lab	4
Sc 244	Nutrition	3

Nursing Courses:

Nu 307R	Nursing Concepts I	3
Nu 204R	Health Assessment	2
Nu 309R	Nursing Concepts II	5
Nu 401R	Nursing Concepts III	5
Nu 408R	Nursing Concepts IV	5
Nu 404R	Leadership Concepts	4
Nu	Nursing Elective	3

Credits Earned Through Transfer or Exam:	30
Total Credits:	125

MS IN PHYSICAL THERAPY

The Physical Therapy Program is a five-year entry level Master's Program with admission at the first year. The program's first two years are spent studying the humanities and sciences which fulfill the College's general education requirement The third year of studies is designed to provide a broad comprehensive base in specific areas of health-related knowledge and concepts. During the fourth and fifth years the focus is on professional studies, research and clinical practice.

ADMISSIONS CRITERIA

Each student is evaluated on an individual basis. Criteria guidelines include combined SAT scores of at least 900 (or ACT equivalent), a high school average of 85 (3.0 GPA), top half of one's high school rank, a recommendation from a high school guidance and/or science teacher, and successful completion of courses in math, biology, and chemistry. Physics is also recommended. Decisions on admissions will be made in the Spring of each year. Late applicants and transfers will be considered after the initial first-year students' class is formed.

ACCREDITATION

Husson College is accredited by the New England Association of Schools and Colleges and the National League for Nursing. The Physical Therapy Program is new and will be seeking accreditation from the American Physical Therapy Association.

FINANCIAL AID

Students in the first three years are classified as undergraduates. Students in the fourth and fifth year of the curriculum must meet graduate school standards. For financial aid purposes a student is classified as an undergraduate student for the first four years, and as a graduate student in the fifth year.

REQUIREMENTS FOR A MASTER OF SCIENCE DEGREE IN PHYSICAL THERAPY

A. General Education Courses

English Composition
Ethics
Human Growth & Development
Literature and Research
Psychology
Statistics I
Electives (2)

B. Physical Therapy Courses
(Tentative as curriculum is being developed at the printing of this catalog.)

Abnormal Psychology
Administration or Organization Elective
Analysis of Human Movement
Anatomy and Physiology I & II

Applied Psychology
Basic Clinical I & II
Cardiopulmonary Evaluation & Treatment
Cell Biology
Chemistry I & II
Clinical I, II, & III
Clinical Neurosciences
Directed Research (2)
Epidemiology
Gross Anatomy
Histology & Pathology
Internship I & II
Life Cycles I & II
Musculoskeletal Evaluation & Treatment I & II
Neuromuscular Evaluation & Treatment
Patient Care Seminar
Physical Agents
Physics I & II
Physiology of Therapeutic Exercise
Pre-Calculus
Primary Health Care
Professional Issues
Prosthetics and Orthotics
Rehabilitation
Research Methods
Statistics II
Tests & Measurements
Theory Development
Elective (Graduate Level)
Summer Session Electives (6)

PHYSICAL THERAPY CURRICULUM

YEAR 1

	Semester I			**Semester 2**	
Eh 111	Composition	3	Eh 112	Literature & Research	3
Ms 242	Pre-Calculus	3	Ms 132	Statistics I	3
Sc 181	Chemistry I	4	Sc 182	Chemistry II	4
Py 111	Psychology	3	Py 212	Applied Psychology	3
	Elective (History, Phil., etc.)	3		Elective (History, Phil., etc.)	3
Semester totals		16			16

YEAR 2

	Semester I			**Semester 2**	
Sc 271	Physics I	4	Sc 272	Physics II	4
Ph 301	Ethics	3	Sc 292	Epidemiology	3
Ms 332	Statistics II	3	Py 241	Human Growth & Devel.	3
Sc 121	Anatomy & Physiology I	4	Sc 182	Anatomy & Physiology II	4
Sc 291	Cell Biology	3	Py 332	Abnormal Psychology	3
Semester totals		17			17

SUMMER SESSION

Electives (2) - 6

YEAR 3*

	Semester 1			Semester 2	
Sc TBD	Gross Anatomy	6	Pt TBD	Analysis of Human Movement	4
Sc TBD	Histology & Pathology	3	Pt TBD	Life Cycles II	3
Pt TBD	Physiology of Therapeutic Exercise	3	Pt TBD	Clinical Neurosciences	5
Pt TBD	Life Cycles I	3	Pt TBD	Basic Clinical II	2
Pt TBD	Basic Clinical I	2	Pt TBD	Physical Agents	4
Semester totals		17			18

SUMMER SESSION

Pt TBD Clinical I - 1
He TBD Theory Development - 3

YEAR 4*

	Semester 1			Semester 2	
Pt TBD	Rehabilitation	3	Pt TBD	Neuromuscular Evaluation & Treatment	4
Pt TBD	Cardiopulmonary Evaluation & Treatment	3	Pt TBD	Musculoskeletal Evaluation & Treatment II	5
Pt TBD	Musculoskeletal Evaulation & Treatment I	5	Pt TBD	Tests & Measurements	4
Pt TBD	Prosthetics & Orthotics	1	Pt TBD	Directed Research	2
Pt TBD	Research Methods	3	Pt TBD	Clinical III	2
Pt TBD	Clinical II	2			
Semester totals		17			17

SUMMER SESSION

Electives (2) - 6

YEAR 5*

	Semester 1			Semester 2	
Pt TBD	Intership I	6	Pt TBD	Patient Care Seminar	1
Pt TBD	Internship II	6	He TBD	Professional Issues	3
Pt TBD	Directed Research	1	Gr	Administration or Organization Elective	3
			He TBD	Primary Health Care	3
			Gr	Elective	3
Semester totals		13			13

*Pending Approval by Faculty

MASTER OF SCIENCE IN NURSING

FAMILY & COMMUNITY NURSE PRACTITIONER PROGRAM

This program is a graduate program leading to the Master of Science in Nursing degree. The program reflects Husson's ongoing commitment to educate nurses for the challenges of the 21st century. Graduates are eligible to sit for the ANCC Family Nurse Practitioner Certification Exam.

PROGRAM OUTCOMES

Upon completion, graduates will be expected to:

Provide primary health care to clients of all ages, within diverse practice settings

Utilize community assessment in evaluating client needs and in healthcare planning

Incorporate relevant theories and specialized knowledge into their clinial practice

Analyze research used for improving health outcomes

Contribute to the improvement of family health care by influencing health policy

Influence family nursing practice by exhibiting competence in leadership, management and teaching

Assume responsibility for continued professional growth and development

ADMISSION PROCESS

Application for admission to the master's program should be made to the

Director, Nurse Practitioner Program
Husson College
One College Circle
Bangor ME 04401-2999
Tel: 207/941-7182

To be admitted, an applicant must have received a B.S.N. from an NLN-accredited institution and must show promise of ability and motivation to pursue graduate-level study. This requirement is determined by the Graduate Academic Affairs Committee based on the following factors:

1. A personal interview with a faculty member of the School of Nursing
2. Letters of recommendation
3. Previous college or university work

4. Score on the Miller Analogies Test (MAT) or Graduate Record Exam (GRE)

5. Minimum 3.0 GPA from undergraduate degree

6. Completion of undergraduate courses in health assessment and statistics

7. Minimum of one year of professional nursing experience

The Academic Affairs Committee makes its determination based on a composite of factors and is aware that undergraduate grades or MAT/GRE scores alone may not reflect an applicant's true potential.

An application is not considered complete until the following are received:

1. An application with the $25 application fee (nonrefundable)

2. Official transcript(s) of all previous college work

3. Three letters of recommendation (Forms for this purpose are supplied with the application)

4. MAT or GRE results. For information concerning these exams, contact the Nursing Office at 941-7182

STATUS

An applicant's admission status into the M.S.N. Program is as follows:

Students whose applications are complete and who are accepted by the Graduate Admissions Committee without condition are admitted as regular graduate students. Special status is assigned to those students who are taking graduate courses but whose applications are not yet complete. Students who are awaiting the MAT/GRE could be enrolled in this category. Admission as a special student does not necessarily mean that the student will be accepted as a regular student when and if application is made for such status.

TRANSFER CREDIT

Normally, six credits of appropriate graduate-level course work, earned within five years of entry into the Husson program, may be transferred from an accredited institution, if the grades earned in such course work are "B" or better.

In special circumstances, an individual who has begun a graduate program at another accredited institution may transfer up to nine credits from that program if those credits have been earned within five years of the date of entry to the Husson program. Only credits earned in course work completed with a grade of "B" or better will be eligible for transfer.

No credits used to earn another degree can be applied in transfer to the Husson M.S.N. Program.

Requirements for a Master of Science in Nursing Degree (Nurse Practitioner Program)

A. Core Courses:

- Nu 700 Theories and Roles for Advanced Nursing Practice
- Nu 702 Pharmacotherapeutics
- Nu 704 Advanced Health Assessment
- Nu 706 Advanced Pathophysiology
- Nu 710 Nursing Research
- Nu 720 Foundations of Community Health
- Nu 730 Rural Health Nursing
- Elective

B. Clinical Courses:

- Nu 800 Family Health I
- Nu 802 Family Health II
- Nu 804 Family Health III
- Nu 806 Internship/Practicum

UNDERGRADUATE COURSES

Ac 121 PRINCIPLES OF ACCOUNTING I **3 Cr. Hr.**
This introductory course covers fundamental principles and procedures of accounting. It is designed to meet the needs of business students as well as the accounting major. Emphasis is on developing the technical procedures of the accounting cycle, journalizing, posting, adjusting entries, closing procedures, payroll accounting, inventory accounting and preparing financial statements. An introduction is also given to accounting theory, international accounting and financial statement analysis.

Ac 122 PRINCIPLES OF ACCOUNTING II **3 Cr. Hr.**
A continuation of the study of basic accounting principles and procedures, the course includes current and long-term liabilities, fixed assets, partnerships, corporations, the statement of cash flows, and analysis of working capital.

Prerequisite: Ac 121

Ac 201 INTERMEDIATE ACCOUNTING I **3 Cr. Hr.**
The first accounting course at the professional level for the accounting major, this course begins with a comprehensive review of basic accounting principles and financial statement preparation. The course provides an intensive study of the concepts of future and present value, current assets and current liabilities, the various methods of inventory accounting and costing, plant assets and intangible assets.

Prerequisite: Ac 122

Ac 202 INTERMEDIATE ACCOUNTING II **3 Cr. Hr.**
This course continues the in-depth study of accounting topics in financial accounting. Topics covered include accounting for income taxes, long-term investments, and long-term liabilities. An intensive study is made of the statement of cash flows and the accounting for all phases of corporations including formation, retained earnings, dividends, convertible securities, and earnings per share.

Prerequisite: Ac 201

Ac 211 MANAGERIAL ACCOUNTING I **3 Cr. Hr.**
Managerial accounting involves the use of accounting information to make business decisions by the non-accountant business major. Topics covered in Managerial Accounting I are cost concepts, cost-volume-profit relationships, break even analysis, capital budgeting and present value analysis, as well as financial statement analysis.

Prerequisite: Ac 122

Ac 251-Ac 254 COOPERATIVE EDUCATION **3-12 Cr. Hr.**
A college-supervised work experience course with participating employers in business and nonprofit organizations which provides a practical application of classroom theory. Students are employed on a part- or full-time basis and may substitute credit for open electives.

Graded Pass/Fail only

Ac 271 ACCOUNTING INFORMATION SYSTEMS **3 Cr. Hr.**
This course is an introductory course in the development and utilization of computer software in the accounting field. Using IBM Personal Computers, coverage includes general ledger accounting, accounts receivable, accounts payable, payroll and a multitude of financial spreadsheets. The course objective is for students to be able to use commercially developed accounting software for a multitude of accounting applications.

Prerequisites: Ac 121 and Mi 111

Ac 301 ADVANCED ACCOUNTING I **3 Cr. Hr.**

Advanced Accounting I deals with advanced and specialized topics in financial accounting. An in-depth study is made of the accounting for pensions and leases and of the accounting for partnerships, including formation and operation, dissolution, and liquidation. The course also provides an introduction to such specialized topics as foreign operations, governmental and fund accounting, accounting changes, and error correction.

Prerequisite: Ac 202

Ac 302 ADVANCED ACCOUNTING II **3 Cr. Hr.**

Advanced Accounting II concentrates on an in-depth study of business combinations and the equity method of accounting for a subsidiary on the parent's unconsolidated statements. Accounting for business combinations by the pooling and purchase methods is covered and the preparation of consolidated statements is emphasized with a thorough treatment of eliminations of intercompany transactions. Currently developing advanced topics are also covered as time permits.

Prerequisite: Ac 202

Ac 331 COST ACCOUNTING I **3 Cr. Hr.**

Topics covered include basic cost control concepts, manufacturing statements, accounting for material inventory, factory overhead costs, job order and process costing systems, and standard costs.

Prerequisite: Ac 122

Ac 332 COST ACCOUNTING II **3 Cr. Hr.**

Topics covered include cost information systems and cost analysis, capital expenditure analysis, responsibility accounting, internal reporting guidelines, cost management, and forecasted budgets and statements. The course includes extensive use of case studies and computer business games.

Prerequisite: Ac 331

Ac 431 CONTROLLERSHIP **3 Cr. Hr.**

The Controller holds the principal accounting position in a business. This capstone course will integrate the key job functions of Planning, Organizing and Directing, Controlling and Decision Making at the management level. Also included as critical elements in the preparation for a position at this level are Budgeting, Cost Reduction, and Human Resource Management.

Prerequisite: Ac 331

Ac 440 ACCOUNTING INTERNSHIP **12 Cr. Hr**

Full-time educational work in this course provides opportunities to gain meaningful accounting experience in a variety of accounting related environments. This will help the accounting student in the transition to professional accountant and reinforce the accounting education with practical application.

Graded Pass/Fail Only

Ac 441 FEDERAL TAXATION I **3 Cr. Hr**

The student is introduced to the basic theory of taxation, particularly as it deals with the individual. Among the topics examined are the computation of gross income, gains and losses, sales and exchanges of property and various business and personal deductions.

Prerequisite: Ac 12

Ac 442 FEDERAL TAXATION II **3 Cr. Hr**

The taxation of corporations, partnerships, and estates and trusts is examined in-depth, as well as other selected topics related to taxation of the business entity. Also covered are estate and gift transfer taxes with time devoted to asset valuation and family tax planning.

Prerequisite: Ac 44

Ac 461 AUDITING CONCEPTS AND METHODS **3 Cr. Hr.**
The responsibilities of the auditor are examined in-depth in respect to the client, the firm and the public. The course includes a study of ethics, auditing standards and development techniques of the audit program and the auditor's report. An extensive case study is also required.

Prerequisite: Ac 202

Ac 462 INTERNAL AUDITING CONCEPTS AND METHODS **3 Cr. Hr.**
This course involves a comprehensive review and appraisal of the responsibilities and duties of internal auditing. Emphasis is placed on the role of the internal auditor in management, internal auditing methods and techniques, audit programs and report, and evaluation of internal control systems.

Prerequisite: Ac 202

Ac 471 ACCOUNTING FOR NONPROFIT ORGANIZATIONS **3 Cr. Hr.**
This course consists of the study of fund accounting and the financial statements of municipalities, hospitals, universities and other nonprofit entities. General financial principles and fund accounting principles are compared. Specific topics covered include budgets for operations, capital improvements, general funds, revenue funds, debt service funds, trust and agency funds, college, university, and hospital accounting.

Prerequisite: Ac 202

Ac 481 ADVANCED ACCOUNTING THEORY **3 Cr. Hr.**
This course emphasizes current developments in accounting through the study of pronouncements of the American Institute of Certified Public Accountants (AICPA), the Financial Accounting Standards Board (FASB) and other professional organizations. A thorough study of generally accepted accounting principles is also undertaken.

Prerequisites: Ac 301 and Ac 302, or permission

Ac 482 ADVANCED ACCOUNTING PROBLEMS **6 Cr. Hr.**
This course covers all current official pronouncements and current procedures accepted by the AICPA, the Internal Revenue Service, and the Cost Accounting Standards Board. Comprehensive, in-depth, and inter-area problems in these fields are explored and solved. Areas covered include basic theory, consolidations, cost accounting, pensions, leases, accounting for governmental and nonprofit organizations, inventories, current assets and liabilities, fixed assets, deferred taxes, stockholders' equity, and individual and corporate taxes.

Prerequisite: Ac 301 and Ac 302 or permission

Ac 486 MANAGEMENT ACCOUNTING PROBLEMS I **3 Cr. Hr.**
This course covers the following specific segments of a management accountants possible job functions: cost accounting systems, responsibility accounting, behavioral issues, flexible budgeting, variance analysis, incremental costing and decision making when there are uncertainties.

Prerequisite: Ac 331

Ac 487 MANAGEMENT ACCOUNTING PROBLEMS II **3 Cr. Hr.**
This course covers the following specific segments of a management accountant's possible job functions: international economics, working capital financing, capital structure financing, cash management, capital budgeting, and quantitative methods.

Prerequisite: Ac 331

Ac 499 ACCOUNTING SEMINAR **3 Cr. Hr.**
The subject matter of this course is developed by the instructor and the student. The material covered consists of current issues and developments and must be relevant to the accounting field.

Prerequisites: Ac 302 and Ac 331

As 111 STUDENT SUCCESS SEMINAR **3 Cr. Hr.**
As 111 Student Success Seminar is an extended orientation to college life. Included are sections on study skills; reading, writing, and thinking critically and creatively; stress and time management; interpersonal skills; resources for assistance; and other concerns of new students. Enrollment restricted to first-year students. Course is offered in both the fall and spring semesters.

Ba 101 INTRODUCTION TO BUSINESS **3 Cr. Hr.**
This course is designed to introduce students to the general nature of some of the functional areas in business such as marketing, management, accounting, finance, research and development, and risk management. The relationship between business, the government, the economy, and the environment is examined.

Ba 102 LEGAL ENVIRONMENT OF BUSINESS **3 Cr. Hr.**
This course is intended to be the first course in law for business administration students. Topics include introduction to law, ethics, courts, ADR, administrative law, law of employment, antitrust, and securities regulation.

Ba 201 BUSINESS LAW I **3 Cr. Hr.**
This course provides students with a basic knowledge of the law of contracts, personal property and real property.

Ba 202 BUSINESS LAW II **3 Cr. Hr.**
This course involves five areas of study: agency, partnership, LLC, corporation, sale, and secured transactions.
Prerequisite: Ba 201

Ba 240 SURVEY OF ACCOUNTING **3 Cr. Hr.**
This course is designed for nonaccounting majors. It introduces the student to accounting principles and concepts. Emphasis is placed on understanding financial statements.

Ba 241 MANAGERIAL ASPECTS OF ACCOUNTING **3 Cr. Hr.**
This course is designed for nonaccounting majors. It introduces a process for understanding the information which will assist management in the planning and operation of a firm. Emphasis is placed on decision making.
Prerequisite: Ba 240

Ba 271 PRINCIPLES OF INSURANCE **3 Cr. Hr.**
A study is made of the risks encountered by individuals and business firms. A presentation is made of the basic principles and institutions which have been developed in risk management. This material is treated primarily from the consumer point of view.

Ba 310 ORGANIZATION AND MANAGEMENT **3 Cr. Hr.**
This course focuses on how to design organization systems and how to effectively manage those systems. Students completing the course should understand the universal process of management and key terminology in the "language" of management. Students are encouraged to conceptually blend contributions from the various schools of management thought into an integrated perspective of what managers do and why.

Ba 311 HUMAN RESOURCE MANAGEMENT **3 Cr. Hr.**
This course addresses traditional personnel administration issues. Emphasis in the course is on how to manage the major human resource, administration function of job design, reward system design, staffing, training and performance control to achieve maximum employee performance and satisfaction.
Prerequisite: Ba 310

Ba 321 MARKETING **3 Cr. Hr.**

In the introductory course in marketing, the components of the marketing structure are covered, together with the development of the modern concepts of marketing. Among the topics included are: the legal environment, channels of distribution, segmentation, the international market, consumer behavior, retailing and advertising.

Ba 351-354 COOPERATIVE EDUCATION **3-12 Cr. Hr.**

Cooperative Education is a college-supervised work experience course with participating employers in business and nonprofit organizations which provides application of classroom theory. Students are employed on a part- or full-time basis and may substitute credit for technical and open electives.

Ba 261 (361) FINANCIAL CONCEPTS **3 Cr. Hr.**

Presentation is made of financial fundamentals in the context of business management. Forms of enterprise, business taxation, securities, financial markets, leverage, forecasting, and capital allocation are introduced and discussed.

Ba 411 ORGANIZATIONAL BEHAVIOR **3 Cr. Hr.**

This course is highly experimental in its approach to helping students understand and appreciate why people behave the way they do in an organizational context. Students learn how to manage employee behavior by analysis of "real world" phenomena and by application of principles in the areas of human perception and communication, leadership and motivation, small group dynamics, organizational culture, and organizational change.

Prerequisite: Ba 310

Ba 413 OPERATIONS MANAGEMENT **3 Cr. Hr.**

This course emphasizes quantitative model building and manipulation as a means of analyzing and synthesizing the elements of productions management. Both deterministic and stochastic modeling are emphasized in the areas of work systems design, queuing, PERT, SQC, inventory control, forecasting, and linear and nonlinear programming.

Prerequisites: Ba 310 and Ms 132

Ba 414 BUSINESS POLICY **3 Cr. Hr.**

This course is a culminating course for Business Administration majors. It will focus on decision making at the executive management level and concentrate on the formulation of strategy and its implementation in the organization. The course will employ case studies, laboratory simulation techniques and computer spreadsheet analysis.

Prerequisite: Seniors Only

Ba 421 ADVERTISING **3 Cr. Hr.**

This course provides an introduction to the field of advertising. In addition to studying principles of advertising, students plan campaigns, write copy and design layouts for the print and electronic media. Students summarize their knowledge by submitting a complete advertising plan at the end of the semester.

Prerequisite: Ba 321

Ba 422 SALES AND SALES MANAGEMENT **3 Cr. Hr.**

This course provides students with the fundamentals of good salesmanship and sales management. Prior to studying management principles students practice sales techniques in simulations. Cases are used to illustrate and evaluate principles of sales management.

Prerequisite: Ba 321

Ba 423 RETAIL MANAGEMENT **3 Cr. Hr.**
The purpose of this course is to provide the students with an understanding of the fundamentals of successful retail operations. Topics included are the market concept in retailing, factors of area and market analysis, and aspects of organizational structure, layout, and personnel planning. Also covered are methods of pricing, merchandising planning, inventory, expense control and sales promotion techniques.
Prerequisite: Ba 321

Ba 424 MARKETING RESEARCH **3 Cr. Hr.**
The basic research concepts and practices as applied to the analysis of marketing problems are examined. Topics include sources of data, collecting data, sampling, questionnaire construction, tabulating data, and report preparation.
Prerequisites: Ba 321 and Ms 132

Ba 425 MARKETING MANAGEMENT **3 Cr. Hr.**
This is the capstone course for marketing majors. In this course students apply concepts learned in other courses to marketing problems of business and nonprofit organizations. Cases and business simulations are used to teach decision-making in the complex environment of business. A complete marketing plan for a simulated company of the student's choice summarizes the student's knowledge of the field.
Prerequisite: Ba 321

Ba 441 ENTREPRENEURSHIP **3 Cr. Hr.**
This course supplies prospective and current small business managers with the essential concepts of starting and operating small businesses. Topics covered include environment and management of small business enterprise, problems in starting small businesses, financial and administrative control, and management of business operations. Particular emphasis is placed on the interrelated nature of the components, particularly as they affect the financial picture of the firm. Through a lecture and discussion format, students are expected to share their own experiences in small businesses with their fellow students.
Prerequisite: Seniors Only

Ba 460 INVESTMENT AND SECURITY ANALYSIS **3 Cr. Hr.**
Investments in stocks and bonds are examined from the perspective of the individual investor. Included are the considerations of the nature of the investments, mechanics of security trading, security markets, techniques of security analysis, and portfolio management.

Ba 362 (461) FINANCIAL MANAGEMENT I **3 Cr. Hr.**
The techniques of financial analysis are presented through the use of the case study method. Specific topics include financial forecasting, break-even analysis, operating leverage, working capital policy, inventory models, credit management, capital budgeting, and the cost of capital.

Ba 462 FINANCIAL MANAGEMENT II **3 Cr. Hr.**
This course builds upon the techniques presented in Ba 461 and continues the examination of specific case problems. Areas covered include: capital markets, types of debt and equity financing, warrants and convertibles, mergers and holding companies, reorganization and bankruptcy, and international finance.
Prerequisite: Ba 362

Ba 471 LIFE AND HEALTH INSURANCE **3 Cr. Hr.**
The principles of Life and Health Insurance are developed and discussed in light of current practices. This course is intended to provide background knowledge for personal application and for those having responsibilities in industry for the various benefit plans for employees. Also, it provides the necessary information required to pass the State of Maine license examination.
Prerequisite: Ba 271

Ba 472 CASUALTY AND PROPERTY INSURANCE **3 Cr. Hr.**

This course offers a thorough introduction to the property and liability insurance business. The first part of the course introduces the basics of the entire insurance business, including a summary of legal aspects, types of insurers and principles of reinsurance. Then each type of insurance is studied in detail. Topics covered are fire, consequential loss, inland marine, ocean marine, theft and surety, liability and miscellaneous property insurance.

Prerequisite: Ba 271

Ba 481 ESTATE PLANNING **3 Cr. Hr.**

This course involves the study of trust administration, wills, laws of inheritance, guardianship and other related areas treated from the viewpoint of the estate planner.

Prerequisite: Ba 271

Ba 490 INTERNATIONAL BUSINESS MANAGEMENT **3 Cr. Hr.**

This course introduces the international dimensions of managerial decision making for multinational business operations. Topics covered will include contemporary issues in global business, cross-cultural management, and export/import management. Emphasis of the course will be on the proactive management of internal factors and international environmental issues for firms engaged in overseas business efforts.

Prerequisites: Ba 310 and Ba 321

Ba 498 BUSINESS SEMINAR **3 Cr. Hr.**

This is an honors course which requires the study of various business problems under the supervision of members of the Department of Business Administration. A paper is required. An oral examination is scheduled as the final examination in the course.

Prerequisite: Seniors only

Ba 499 SPECIAL TOPICS IN BUSINESS **3 Cr. Hr.**

This is a course of variable content. Faculty and students prepare a special topic of timely interest in the business area. This course may consist of seminars, lectures, individualized instruction and/or research related to a specific area of specialization.

Cr 121 MACHINE SHORTHAND THEORY I **6 Cr. Hr.**

Presentation is made on the mastery of phonetic writing and the reading of machine shorthand notes, utilizing the computer-compatible shorthand system. Students will be expected to take business letter dictation ranging from the speeds of 80 wpm to 100 wpm for three minutes with 95 percent accuracy. Class will meet a double period five days a week.

Cr 122 MACHINE SHORTHAND THEORY II **6 Cr. Hr.**

An additional review of machine theory, plus incorporation of advanced and abbreviated forms, is the make-up of this course. Students should reach a speed of at least 100 to 125 words per minute on new-matter dictation—Literary, Jury Charge, and Question and Answer. Tests will be five minute tests, 95 percent accuracy requirement.

Prerequisite: Cr 121

Cl 122 MACHINE SHORTHAND LAB **0 Cr. Hr.**

This class is run in conjunction with the credit shorthand class. Students will spend approximately five hours a week in a laboratory situation, taking dictation from professional and teacher-made tapes. Attendance will be mandatory.

Prerequisite: Cr 121

Cr 221 MACHINE SHORTHAND SPEED DEVELOPMENT I **3 Cr. Hr.**
This course is designed to develop dictation speeds of 120 wpm Literary, 140 wpm Jury Charge and 150 wpm Q & A. The course will meet five days a week.

Prerequisite: Cr 122

Cl 221 MACHINE SHORTHAND LAB **0 Cr. Hr.**
This class is run in conjunction with the credit shorthand class. Students will spend five hours a week in a laboratory situation, taking dictation from professional and teacher-made tapes. Attendance will be mandatory.

Prerequisite: Cr 122

Cr 222 LEGAL TERMINOLOGY & COURT REPORTING PROCEDURES I **3 Cr. Hr.**
This course is designed to introduce students to legal terminology and court reporting procedures encountered in official and free-lance court reporting practices. Students will develop skills in order to stenographically record dictation of depositions, arbitrations, and administrative hearings. Spelling, grammar, and punctuation rules as applied to the court reporting setting will be emphasized. Course will meet two days a week for 1.5 hours each day.

Prerequisite: Cr 122

Cl 222 TRANSCRIPTION LAB **0 Cr. Hr.**
This course will be used by the students to transcribe all of their test dictation. It will meet three/four days a week and will be supervised. Students will be expected to transcribe their dictation within a 50-minute time frame.

Prerequisite: Cr 122

Cr 223 MACHINE SHORTHAND SPEED DEVELOPMENT II **3 Cr. Hr.**
This course is designed to develop dictation speed of 140 wpm Literary, 160 wpm Jury, and 175 wpm Q & A. The course will meet five days a week.

Prerequisite: Cr 221

Cl 223 MACHINE SHORTHAND LAB **0 Cr. Hr.**
This class is run in conjunction with the credit shorthand class. Students will spend five hours a week in a laboratory situation, taking dictation from professional and teacher-made tapes. Attendance will be mandatory.

Prerequisite: Cl 221

Cr 421 MACHINE SHORTHAND SPEED DEVELOPMENT III **3 Cr. Hr.**
This course is designed to develop dictation speeds of 160 wpm Literary, 180 wpm Jury Charge, and 200 wpm Q & A. This course will meet five days a week.

Prerequisite: Cr 223

Cl 421 MACHINE SHORTHAND LAB **0 Cr. Hr.**
This class is run in conjunction with the credit shorthand class. Students will spend five hours a week in a laboratory situation, taking dictation from professional and teacher-made tapes. Attendance will be mandatory.

Prerequisite: Cl 223

Cr 422 MULTIPLE-VOICE DICTATION & COURT REPORTING PROC. II 3 Cr. Hr.
This course will continue to expand on the court reporting procedures taught in Cr 222, Legal Terminology and Dictation. Students will enhance their skills in order to handle three or more voices in dictation. A thorough review of depositions, court transcripts, hearings, and arbitrations will be conducted. Concentration will be on colloquy to identify different speakers, marking exhibits, indexing, and storing of notes. Proofreading, grammar, and punctuation rules will continue to be stressed. The students will be introduced to the computer with the expectation that all dictated material will be transcribed on the computer in the form of a salable transcript following NCRA guidelines. Course will meet three days a week.

Prerequisite: Cr 223

Cr 423 HIGH SPEED REPORTING DICTATION 3 Cr. Hr.
This course is designed to develop dictation speeds of 180 wpm Literary, 200 wpm Jury Charge, and 225 wpm Q & A. Students will be given a simulated RPR skills test at the end of the semester with the same speed requirements as in the regular course schedule. Transcription of the simulated RPR skills test must be completed in no more than 3-1/2 hours and will be held outside of the regular class time. This course will meet five days a week.

Prerequisite: Cr 421

Cl 423 MACHINE SHORTHAND LAB 0 Cr. Hr.
This class is run in conjunction with the credit shorthand class. Students will spend five hours a week in a laboratory situation, taking dictation from professional and teacher-made tapes. Attendance will be mandatory.

Prerequisite: Cl 421

Cr 424 LEGAL PROCEDURES SEMINAR 3 Cr. Hr.
This course is intended to provide practical knowledge of the essentials of law and our legal system. Students will be given instruction in criminal, civil, and administrative hearings, and arbitrations. Students will be introduced to real-time and on-line translation, closed-captioning, litigation support, and videotaped depositions.

Prerequisite: Cr 223

Cr 425 MEDICAL DICTATION AND TERMINOLOGY I 3 Cr. Hr.
Students will learn how to write machine notes for medical terminology and how to take and transcribe medical depositions. Students must pass two 5-minute medical timings at speeds of 180 wpm. Extra medical projects will be given requiring research of difficult medical terms. The course will meet five days per week.

Prerequisite: Ma 204

Cr 426 COURTROOM PROCEDURES 3 Cr. Hr.
This course is intended to provide a transition point for the advanced court reporting student. The goal of this course is to develop attitudes and insights into the court reporting profession which the student will carry with him/her on the way towards becoming a successful beginning professional. Students will deal with difficult issues and situations which daily confront working professionals. Heavy emphasis will be placed on acquainting the student with the employment-seeking process; office practices, procedures, and technologies which prevail in the profession; methods of dealing with difficult situations which may arise on the job; and resources which may be available to the working professional in his/her work environment.

Prerequisite: Cr 424

Cr 427 COURT REPORTING INTERNSHIP **6 Cr. Hr.**

This course is intended to provide practical field application of previously learned skills and knowledge. Court reporting students will attend actual court trials and hearings, free-lance assignments, as well as other public meetings, conferences and seminars. The assigned matter will be stenographical recorded by the student, under the guidance of a professional court reporter, and thereafter transcribed. A variety of matters will be covered. The goal of this course is to develop a professional prospective for the entry-level court reporter in a manner that will familiarize him/her with the myriad of events and situations that will be encountered in the professional arena. Emphasis will be placed on proper deportment and demeanor, procedural practices of record-keeping, note logging, and storage, while simultaneously maintaining a concentration on the court reporter's ultimate aim of producing an accurate transcript.

Prerequisite: Cr 421

Cr 428 MEDICAL DICTATION AND TERMINOLOGY II **3 Cr. Hr.**

Students will expand on the medical terminology learned in Cr 425. They will continue to write the correct outlines for the expanded medical terminology. Frequent readback will be required to demonstrate proper utilization of medical terms. Students must pass two 5-minute medical timings at a speed of 200 wpm. Extra projects will be given requiring research of difficult medical terms. The course will meet five days per week.

Prerequisite: Cr 425

Ec 201 PRINCIPLES OF ECONOMICS I **3 Cr. Hr.**

This course concentrates on an introduction to American capitalism and many of the micro-economic concepts therein. Topics include the mechanics of supply and demand, elasticity, some theories on consumer demand, price and output determination of purely and impurely competitive firms.

Ec 202 PRINCIPLES OF ECONOMICS II **3 Cr. Hr.**

This course concentrates on an introduction to macro-economics in the American economy. Topics include the national income accounts, unemployment, inflation, government fiscal policy, monetary policy and economic growth.

Ec 321 MANAGERIAL ECONOMICS **3 Cr. Hr.**

This course is designed to close the gap between economic theory and business application. It reviews traditional analysis and shows the application of this analysis to the understanding and solution of economic problems of the firm and industry. It melds theory and practice. It deals with practical problems and cases.

Prerequisite: Ec 202

Ec 331 LABOR ECONOMICS **3 Cr. Hr.**

This course involves study and discussion of the American Labor Movement, the structure and government of unions, collective bargaining, and labor's relations to economics and public policy.

Prerequisite: Juniors and Seniors Only

Ec 361 MONEY AND BANKING **3 Cr. Hr.**

This course is concerned mainly with American commercial banking and monetary policy. Discussion includes an introduction to money, commercial banks, bank regulations, bank objectives and asset management, the structure of the Federal Reserve System and the general and selective controls of monetary policy as applied to macro-economic objectives.

Prerequisite: Ec 202

Ec 471 COMPARATIVE ECONOMIC SYSTEMS **3 Cr. Hr.**

This course involves a description, analysis, and evaluation of major socioeconomic systems as exemplified chiefly by the U.S.S.R., Western Europe, and U.S.A. The course also involves problems inherent in these systems.

Prerequisite: Ec 202

Ec 499 SPECIAL TOPICS IN ECONOMICS **3 Cr. Hr.**
Selected topics of economics are considered. The seminar is for a small study group. Departmental permission is required.

Prerequisite: Ec 202

Ed 100 PRACTICUM IN EDUCATION **2 Cr. Hr.**
This course enables the prospective teacher to become familiar with the total program of the contemporary school through observation, participation, tutoring, or limited teaching. The Practicum will preferably be completed during the winter break of the first year; however, students may choose to complete it during the spring break of the first year.

Ed 201 PHILOSOPHICAL FOUNDATIONS OF EDUCATION **3 Cr. Hr.**
This course provides a broad overview of the field of education and its philosophical, political, legal and social foundations. This course addresses current issues of importance to education in a changing society.

Ed 221 EDUCATIONAL PSYCHOLOGY **3 Cr. Hr.**
This course is a study of the application of psychological facts, principles, and points of view in education. Social, emotional, and intellectual growth during the adolescent years is studied. Among the topics discussed are learning in schools, its nature and control, its permanence; the effects of schools on attitudes, interest and prejudices; the problems of transfer and general selection; and employment motivation and adjustment to the work environment.

Prerequisites: Py 111 and Ed 100

Ed 311 CURRICULUM AND EVALUATION IN BUSINESS EDUCATION **3 Cr. Hr.**
This course is designed to acquaint students with (1) classroom evaluation techniques and (2) the setting, operation, planning and placement of business subjects in the secondary school curriculum. It includes a study of business curricula with emphasis upon identification of developing educational trends which influence assessments pertaining to curricula growth and/or revision; construction of teacher made tests determine teaching effectiveness and student progress toward the attainment of educational goals; and the development of criteria to measure and evaluate progress of student class work and course requirements.

Prerequisite: Ed 221

Ed 321 EDUCATING EXCEPTIONAL STUDENTS **3 Cr. Hr.**
This course is designed to prepare the classroom teacher to successfully educate the exceptional student in the regular classroom. It will primarily be targeted to assist the teacher in dealing with the mild to moderately impaired, behavior disordered and the gifted and talented child. The course will provide coverage of the legalities and regulations associated with special education, eligibility for special education programs and characteristics of the exceptional student. The course will cover topics such as parental involvement, learning styles, individualized teaching, and the effective use of supportive services and resources.

Ed 351 COOPERATIVE TEACHING EDUCATION **3 Cr. Hr.**
Credit for this course may be gained through paid, practical field experience during the summer months. Prior approval from the department chair must be obtained.

Prerequisite: Ed 221

Ed 411 CURRICULUM AND METHODS OF TEACHING KEYBOARDING WITH COMPUTER APPLICATIONS **3 Cr. Hr.**
The course deals with the principles and techniques of teaching keyboarding and typewriting using computers and/or electronic typewriters. Development of courses of study, course objectives, lesson plans, and standards are discussed. Other topics include use of instructional materials, testing, grading, and skill development. Particular attention is given to planning, preparing, and implementing, and evaluating teaching. Micro teaching and televised teaching opportunities are provided for peer, faculty, and self-evaluation.

Prerequisites: Ed 311 & Ss 132

Ed 412 CURRICULUM AND METHODS OF TEACHING TECHNOLOGY AND THE ELECTRONIC OFFICE **3 Cr. Hr.**

This course deals with the techniques of teaching a variety of courses designed to prepare students to utilize technologies in the modern electronic office. Topics addressed include rapid writing skills, machine transcription, reprographics, records management, telecommunications, desktop publishing, computer applications and software utilized in secondary schools, Planning, preparation, implementation and evaluation of teaching are emphasized. Micro-teaching and televised teaching opportunities are provided for peer, faculty, and self-evaluation.

Prerequisites: Ed 311 and Ss 102

Ed 413 METHODS OF TEACHING ACCOUNTING AND BASIC BUSINESS SUBJECTS **3 Cr. Hr.**

A study of modern methods and techniques for teaching accounting and allied business subjects commonly taught in the secondary school; namely, economics, consumer education, general business, business mathematics, business management, business law, and general salesmanship. Micro-teaching and televised teaching and evaluation are provided.

Prerequisites: Ed 311 and Ac 122

Ed 431 HEALTH PRACTICES FOR TEACHERS **1 Cr. Hr.**

The course will meet in a seminar format on two full eight-hour days. It is designed to teach and inform business teacher education students concerning the problems of contemporary health. Emphasis is on drug abuse, heart disease, weight control, first aid and CPR licensing.

Prerequisites: All Ed Courses Except Ed 450

Ed 450 STUDENT TEACHING **12 Cr. Hr.**

Direct observation, participation and supervised classroom teaching in the Business Department of schools in the State on a full-time basis for a semester.

Prerequisite: All Methods Courses

Eh 090 FOUNDATIONS FOR COLLEGIATE READING AND WRITING **3 Cr. Hr.**

The composition component of this course emphasizes in-class writing and evaluation of paragraphs and essays. The reading component stresses comprehension and vocabulary. The course meets five days a week and includes an eight-week study skills lab. Placement is determined by a diagnostic test and a writing sample and is restricted to students who meet eligibility criteria. The course does not count toward the degree.

Eh 091 ESSENTIAL COLLEGE WRITING SKILLS **3 Cr. Hr.**

Students practice a variety of writing strategies and ideas for managing grammar, punctuation, and spelling. Considerable time spent on preparation for academic writing and the connections between reading and writing are emphasized. Placement is determined by a diagnostic test and a writing sample. The course does not count toward the degree.

Eh 092 ESSENTIAL COLLEGE WRITING SKILLS FOR INTERNATIONAL STUDENTS **3 Cr. Hr.**

Students for whom English is a second language practice a variety of writing strategies and ideas for managing grammar, punctuation, spelling, and idioms. Considerable time is spent on preparation for academic writing and the connections between reading, speaking, and writing. Placement is determined by a diagnostic test and a writing sample. The course does not count toward the degree.

Eh 111 COMPOSITION **3 Cr. Hr.**

The aim of the course is to improve students' ability to write clearly and logically. Emphasis is placed on the importance of revision and writing as a process. Students write a number of short essays which illustrate various writing strategies and use these strategies to write a research paper. Involves instructor and peer evaluation in a workshop setting. Placement is determined by a diagnostic test and a writing sample.

Eh 112 LITERATURE AND RESEARCH **3 Cr. Hr.**
A discussion course which asks students to examine fiction, poetry and drama, and write analytical essays both in and out of class. Also required is a research paper on a literary topic.
Prerequisite: Eh 111 or Instructor's Permission

Eh 121 SPEECH **3 Cr. Hr.**
This entry-level course is designed to develop students' ability to organize, present, and evaluate impromptu, extemporaneous, and prepared speeches. The significance of nonverbal language and listening skills are also emphasized.

Eh 221 BUSINESS COMMUNICATIONS **3 Cr. Hr.**
The course examines oral and written forms of business communication, from letters and memos to formal research reports. Resumes and job interviews are also emphasized.
Prerequisite: Eh 112 or Instructor's Permission

Eh 232 INTRODUCTION TO DRAMA/PLAY PRODUCTION **3 Cr. Hr.**
Study of drama as a vehicle of cultural communication from ancient Greece to 20th Century. Considered are the nature and elements of plays, evaluating drama, and play production. During the last half of the term, students may focus on their choice of the study of drama as literature or the production of a play.
Prerequisite: Eh 112 or Instructor's Permission

Eh 233 INTRODUCTION TO THE NOVEL **3 Cr. Hr.**
Traditional and innovative approaches to a study of the novel which may include plot, character, point of view, theme, and symbolism.
Prerequisite: Eh 112 or Instructor's Permission

Eh 234 AMERICAN LITERATURE I **3 Cr. Hr.**
A survey of American literature from the Colonial Period to the late nineteenth century, concentrating on Puritan and Romantic influences from Bradstreet to Whitman.
Prerequisite: Eh 112 or Instructor's Permission

Eh 235 AMERICAN LITERATURE II **3 Cr. Hr.**
American Literature II surveys major writers since the late nineteenth century. Essential themes are identified as writers emerge from the Romantic Period to explore social, philosophical, and economic realities of American life.
Prerequisite: Eh 112 or Instructor's Permission

Eh 241 MAJOR BRITISH WRITERS **3 Cr. Hr.**
A study of significant British writers from medieval works such as Canterbury Tales and King Arthur's Legends to works of the modern era.
Prerequisite: Eh 112 or Instructor's Permission

Eh 251 GREAT BOOKS I **3 Cr. Hr.**
An introduction to significant writings and themes in western and eastern civilization from ancient Babylonia to the English Renaissance (e.g. Gilgamesh, King Arthur, Plato).
Prerequisite: Eh 112 or Instructor's Permission

Eh 252 GREAT BOOKS II **3 Cr. Hr.**
Focuses on significant writings and themes in western and eastern civilization from the English Renaissance to the modern age. (e.g. Shakespeare, Tristram Shandy, Plains Indian mythology, European and Asian works)
Prerequisite: Eh 112 or Instructor's Permission

Eh 299 SPECIAL TOPICS IN LITERATURE **3 Cr. Hr.**
An open course of variable content depending on the literary interests of faculty and students. (Previous topics have included Women's Literature, Utopian Literature, Contemporary Literature, and Short Fiction.)
Prerequisite: Eh 112 or Instructor's Permission

Eh 311 ADVANCED WRITING **3 Cr. Hr.**
Students develop writing skills at a more advanced level than in Eh 111 and Eh 112. Creative writing, exposition and persuasion are emphasized. The specific approach depends on student interests and instructor background.
Prerequisite: Eh 112 or Instructor's Permission

Eh 322 GROUP LEADERSHIP AND CONFERENCE TECHNIQUES **3 Cr. Hr.**
Experiential learning of leadership, interpersonal communication, and conference activities as students plan and present individual and group programs on policies, decisions, and effective oral and written communication in their degree programs, and/or business, professional and civic organizations. Community leaders speak to the class.
Prerequisites: Eh 121 and Eh 221 or Instructor's Permission

Eh 323 ADVANCED BUSINESS COMMUNICATIONS **3 Cr. Hr.**
Emphasis on written and oral delivery of data researched for business/professional management audiences. Students identify problems, proposals and strategies in the areas of career interest, training, and study. Visual aids are integrated with written and oral presentations and students must contact management professionals outside the classroom. Presentation and evaluation of a major project conclude the course.
Prerequisite: Eh 221 or Instructor's Permission.

Eh 411 SEMINAR IN LITERATURE **3 Cr. Hr.**
An in-depth consideration of one or more writers, an interdisciplinary study of a particular literary period, or a multicultural approach to an international theme.
Prerequisites: Eh 112 and one other Literature Class or Instructor's Permission

Hs 499 HONORS SEMINAR **3 Cr. Hr.**
This course varies in content from semester to semester. Faculty prepare special topics of timely interest to Junior and Senior honor students. Topics are interdisciplinary and involve team teaching. The course typically involves extensive travel and in-depth research projects.
Prerequisite: Permission

Hu 299 SPECIAL TOPICS IN THE HUMANITIES **3 Cr Hr.**
This course is intended to provide the opportunity to offer courses in the humanities that would not normally be a part of the Husson curriculum. As such, the topics and content will vary (i.e., music or art appreciation, American sign language, etc.)

Hy 101 HISTORY OF WESTERN CIVILIZATION **3 Cr. Hr.**
This is a survey course designed to present a concise view of the significant and relevant experiences of western civilization. Emphasis is placed on the major events, institutions, ideas and creative works that have shaped western civilization.

Hy 111 UNITED STATES HISTORY I **3 Cr. Hr.**
The social, political, and economic growth of the United States from 1620s to the Civil War is stressed. After a view of the colonial settlements, particular attention is devoted to the outbreak of the Revolutionary War, the framing of the Constitution, the struggle between Hamilton and Jefferson, the War of 1812, Jacksonian Democracy, the beginning of industrialization, the causes of the Civil War, and the problems of the Reconstruction Era.

Hy 112 UNITED STATES HISTORY II **3 Cr. Hr.**
Late nineteenth and early twentieth century social and economic history is examined against a background of the increased nationalism and the rapid industrialization accompanying and following the Civil War and Reconstruction Periods. The Agrarian revolt, the emergence of the country as a first-rate power, the Progressive movement, the New Deal and America's part in the two World Wars are emphasized.

Hy 211 AMERICAN NATIONAL GOVERNMENT **3 Cr. Hr.**
The course places in historical perspective the development, organization, and function of American national government. Emphasis is placed upon development of the United States Constitution, the governmental administrative system and the political socialization process essential to an understanding of the American political system.

Hy 221 UNITED STATES SOCIAL HISTORY **3 Cr. Hr.**
An in-depth analysis of the United States social history from the Colonial period to the present period is examined. Particular attention is given to those nineteenth century social reform movements, as well as the broader institutional-corporate and governmental, cultural and intellectual forces which have shaped twentieth century America.

Hy 253 HISTORY OF CANADA **3 Cr. Hr.**
This course traces the history of Canada from the colonial and confederation periods to the achievement of Dominion status within the British Commonwealth. This offering also examines the political, social, and economic changes and expansion to date of the Canadian national experience.

Hy 341 INTERNATIONAL RELATIONS **3 Cr. Hr.**
The course presents an analysis of current problems of global or international nature. Emphasis is placed on such issues as colonialism versus self-determination; power and morality in international politics; militarism versus world peace. The structure and operation of international agencies and alliances are also discussed.

Hy 421 DEVELOPMENT OF AMERICAN BUSINESS IN THE 20TH CENTURY **3 Cr. Hr.**
The course presents a history of the American economy from the nation's early beginning to the twentieth century. Emphasis is placed upon the development of the country's emerging economy, industrial transformation and the appeal for governmental intervention. Particular attention is also given to the role of capitalism, the modern corporation and government-business regulations in the twentieth century.
Prerequisite: Hy 111 or 112 or Permission

Hy 499 SPECIAL TOPICS IN HISTORY **3 Cr. Hr.**
A course of variable content depending on the interest of students and faculty.

Is 455 INDEPENDENT STUDY **3 Cr. Hr.**
This independent study offers an upperclass student the opportunity to present one or more small projects for analysis. The course may consist of seminars, individualized instruction, and/or research related to a specific area of specialization.
Prerequisite: Approval by Division Chair

Lf 111 FRENCH I **3 Cr. Hr.**
The course makes extensive use of audio taped dialogues, written and taped exercises, and practice, variations, and applications of what was learned.

Lf 11f FRENCH LAB **1 Cr. Hr.**

Ls 111 SPANISH I **3 Cr. Hr.**
The course makes extensive use of audio taped dialogues, written and taped exercises, and practice, variations, and applications of what was learned.

Ls 11s SPANISH LAB **1 Cr. Hr.**

Ls 112 SPANISH II **3 Cr. Hr.**
This course is a continuation of the elements of basic Spanish grammar covered in the introductory class, and progresses toward the development of simple conversational skills.
Prerequisites: Ls 111 or Permission

Ma 102 MEDICAL TERMINOLOGY **3 Cr. Hr.**
The ability to understand complex medical terms will be gained by analysis of prefixes, word roots, and suffixes. In addition, students will learn the names and functions of diagnostic procedures, commonly used medical abbreviations, and terminology associated with common diseases.

Ma 103 CLINICAL BIOLOGY I **3 Cr. IIr.**
The first part of this course introduces the principles of medical science and health care delivery systems and then begins the intensive study and practice of clinical procedures commonly used in a patient history and physical examination. This course has a uniform requirement for medical assisting students.
Prerequisite: Ma 102

Ml 103 CLINICAL BIOLOGY LAB I **1 Cr. Hr.**

Ma 201 MEDICAL LAW AND ETHICS **3 Cr. Hr.**
This course presents the basic legal relationship of the physician and the patient. The topics include contracts involving implied and informed consent, professional liability, invasion of privacy, malpractice, tort liability, breach of contract, and the Medical Practice Acts. Emphasis is given to professional attitudes and behavior and the fundamentals of meeting the special needs of the patients. Students are given a brief introduction of the history of medicine.
Prerequisite: Ma 102

Ma 202 MEDICAL OFFICE PRACTICES AND MANAGEMENT I **3 Cr. Hr.**
This course is designed to acquaint the student with various techniques and practices necessary for effective management of the medical office. Topics include the fundamentals of patient reception and scheduling, medical record-keeping, accounts payable and receivable, collections, banking procedures, payroll preparation, insurance forms, inventory control, and personnel responsibilities. Current and future trends in medical office practices will be discussed.
Prerequisites: Ma 102 and Ss 132

Ma 203 MEDICAL OFFICE PRACTICES AND MANAGEMENT II **3 Cr. Hr.**
This course is a continuation of Ma 202. It focuses on computer applications for the medical office. The software package is the Medical Care Basic Management System. This package includes instruction about patient records, financial records, billing and collections, daysheets, and insurance processing.
Prerequisite: Ma 202

Ma 205 CLINICAL BIOLOGY II **3 Cr. Hr.**
The second part of this course focuses on the clinical procedures commonly used in the laboratory setting. It includes urinalysis, phlebotomy, and hematology.
Prerequisites: Ma 103
Corequisite: Ma 206

Mi 205 CLINICAL BIOLOGY LAB II **1 Cr. Hr.**

Ma 206 PHARMACOLOGY FOR MEDICAL ASSISTANTS **3 Cr. Hr.**
This course is designed to prepare the student for receiving a medication order, making the appropriate calculation, administering the medication, and entering the administration into the patient chart. A proficiency of 100 percent must be achieved on the dosage calculations to pass the course. In addition to administration, the course covers basics of medications, legal aspects of drugs, and effects of drugs on the body.

Prerequisite: Ma 102

Ma 251 COOPERATIVE EDUCATION **3 Cr. Hr.**
This is a college supervised work experience course with participating employers in business and nonprofit organizations which provide a practical application of classroom theory. Students are employed on a part- or full-time basis and may substitute credit for a technical or open elective.

Prerequisite: Ss 132

Ma 280 MEDICAL ASSISTING EXTERNSHIP **3 Cr. Hr.**
The externship is designed to provide the student with practical experience in a variety of medical offices including family practice, internal medicine, obstetrics-gynecology, general surgery, and pediatrics. The student will have the opportunity to perform various clerical and administrative procedures under supervision. There is an ongoing evaluation of the student's performance both in the classroom and at the medical office. There is a requirement of a 2.5 GPA before entering this course.

Prerequisites: Ma 202, Ma 205

Ma 299 SPECIAL TOPICS IN MEDICAL ASSISTING **3 Cr. Hr.**
This course is of variable content depending on the interests of the students and faculty.

Mi 111 INTRODUCTION TO MICROCOMPUTING **3 Cr. Hr.**
This is an introductory course covering the use of the microcomputer. Discussions include the elements of hardware, software and the uses of the microcomputer in today's society. Hands-on experience includes the aspects of word processing, electronic spreadsheet, database management, and presentation software applications in the Windows (TM) environment.

Mi 112 MANAGEMENT INFORMATION SYSTEMS **3 Cr. Hr.**
A thorough coverage and an integration of information theory and practice from a user perspective is provided. Practical management-oriented cases are used to develop an understanding of new information technology and microcomputer technology.

Prerequisite: Mi 111 or Permission

Mi 122 INTRODUCTION TO MIS APPLICATIONS - VISUAL BASIC **3 Cr. Hr.**
This is an introductory course in Management Information Systems applications using the Visual Basic programming language. Emphasis is placed on the design and implementation of a complete business system. Topics include file structures, screen design, updating files, menus, and external and internal management information reporting in the Windows (TM) environment.

Prerequisite: Mi 111

Mi 211 MICROCOMPUTER DATABASE MANAGEMENT **3 Cr. Hr.**
This course focuses on how to design and then process a database in order to meet informational needs. Basic database design theory and practical applications are covered. The main thrust of the course is to gain hands-on experience using a powerful DBMS for microcomputers such as Paradox for Windows (TM).

Prerequisite: Mi 111

Mi 221 MIS APPLICATIONS I - COBOL **3 Cr. Hr.**

This course serves as an introduction to computer programming in an MIS environment using the COBOL language. Emphasis is placed on the application of top-down strategies and structured programming techniques to produce management reports. Coverage includes language syntax, data and file structures, input and output, computations, report generation, table processing and control breaks. All programs will be run on an IBM AS/400.

Prerequisite: Mi 111

Mi 222 MIS APPLICATION II - ADVANCED COBOL **3 Cr. Hr.**

This course is a continuation of Mi 221. The major thrust is to implement a management information system using COBOL. Students are given the system design and are then required to write programs in COBOL to implement it. Topics covered include batch and interactive processing, handling of multiple files, procedure writing, menus and the analysis and interpretation of the information produced. All programs will be run on an IBM AS/400.

Prerequisite: Mi 221

Mi 311 MIS APPLICATIONS III - RPG/400 **3 Cr. Hr.**

This course deals with Management Information Systems using the RPG/400 programming language. Topics include file structures, input, output and management information reporting. All programs will be run on an IBM AS/400.

Prerequisite: Mi 111

Mi 312 MIS APPLICATIONS IV - ADVANCED RPG/400 **3 Cr. Hr.**

This course is a continuation of Mi 311. Emphasis is placed on the design and implementation of a complete business system. Topics include file structures, screen design, updating files, master and transaction processing, procedures, and management information reporting. All programs will be run on an IBM AS/400.

Prerequisite: Mi 311

Mi 321 MIS ANALYSIS AND DESIGN **3 Cr. Hr.**

Methodology for the investigation, analysis and general design, detailed design, and implementation of management information systems is covered. Comprehensive case studies are included to illustrate the phases of MIS project development. Tools presented for system development include data flow diagrams, system structure charts, normalization and program specifications.

Prerequisite: Mi 122 or Mi 222 or Mi 312

Mi 322 DECISION SUPPORT AND EXPERT SYSTEMS **3 Cr. Hr.**

These systems are designed to synthesize what is known about the business application and to make that knowledge available to and effective in the hands of working decision-makers. Topics covered include artificial intelligence, natural language systems, expressing rules, and dealing with uncertainty. Expert system development software is used.

Prerequisite: Mi 111

Mi 351-354 COOPERATIVE EDUCATION **12 Cr. Hr.**

Cooperative Education is a college supervised work experience course with participating employers in business and nonprofit organizations which provides a practical application of classroom theory. Students are employed on a part- or full-time basis and may substitute credit for open electives.

Prerequisite: Junior or Senior Status

Mi 411 DATABASE DESIGN **3 Cr. Hr.**

The design of a database as part of the MIS development process is covered in detail. The theory and practical application of both relational and network databases is included. Normalization and SQL are also covered in detail.

Mi 421 PROJECT MANAGEMENT TECHNIQUES **3 Cr. Hr.**
This course is recommended for all students interested in project management. Projects are undertakings which must be completed within cost, schedule and quality constraints. This course provides the student with practical methodology for planning and managing large or small projects effectively. Software such as Microsoft Project for Windows (TM) is used.

Prerequisites: Mi 111 and Ms 132

Mi 422 MIS PROJECT DEVELOPMENT **3 Cr. Hr.**
A comprehensive project in MIS is undertaken. The team approach is used to plan, manage and implement a realistic MIS project of moderate complexity.

Prerequisites: Mi 222 or Mi 312 and Mi 321, Mi 411, and Mi 421

Mi 499 SPECIAL TOPICS IN MIS **3 Cr. Hr.**
This is a course of variable content. Faculty and students prepare a special topic of timely interest in the area of Management Information Systems. The course may consist of seminars, individualized instruction and/or research related to a specific area of specialization.

Prerequisite: Permission

Ms 091 FUNDAMENTAL SKILLS FOR COLLEGE MATHEMATICS **3 Cr. Hr.**
This course is intended to prepare students having minimal mathematical backgrounds for college algebra and other quantitatively oriented courses. The emphasis is on building basic analytic reasoning skills. The course content includes numerical and algebraic expressions, solution of first degree equations, strategies for solving word problems, and the graphing of linear functions. Placement is determined by diagnostic testing. This course does not count towards a degree.

Ms 111 ALGEBRA **3 Cr. Hr.**
The goal of this course is to build a solid foundation in algebraic methods and techniques to serve as a basis for further study. Directed toward students having minimal prior training in mathematics, the course of study begins with basic principles and progresses through the study of quadratic equations, graphing and the solution of systems of linear equations. Although designed for the beginning student, this course may also serve as a terminal course for those students desiring mainly to increase their confidence and proficiency in applying basic algebraic problem-solving concepts and techniques. Placement is by diagnostic testing.

Ms 131 SYMBOLIC LOGIC AND PROBLEM SOLVING **3 Cr. Hr.**
This course is designed to develop logical thought processes and to lead to critical forms of reading and thinking. Topics include statement forms and types of statement connectives. Techniques of problem-solving are taught.

Prerequisite: None

Ms 132 INTRODUCTION TO PROBABILITY AND STATISTICS **3 Cr. Hr.**
This course is an introduction to the theory and application of probability and statistical analysis. Both descriptive and inferential techniques will be studied, with emphasis placed on statistical sampling and hypothesis testing. Also considered will be linear regression, contingency table analysis, and decision-making under uncertainty.

Prerequisite: Ms 131 or Permission

Ms 232 FINITE MATHEMATICS **3 Cr. Hr.**
This course continues the algebraic development of linear and nonlinear equations and inequalities. Topics include math of finance, analytic geometry, linear systems of equations and inequalities, matrix theory, and linear programming. This course is intended for those students who have taken Ms 121.

Prerequisite: Ms 131 or Permission

Ms 242 PRECALCULUS **3 Cr. Hr.**

This course is designed to prepare the student for the study of Calculus through an in-depth study of selected portions of College Algebra and Trigonometry. Topics studied will include equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions and applications, and additional topics as appropriate. This course assumes a strong high school background in algebra and trigonometry. Admission is by diagnostic testing or program placement.

Prerequisite: Admission by Diagostic Testing or Permission

Ms 331 CALCULUS **3 Cr. Hr.**

This course is an introduction to the theory and application of the calculus of a single independent variable. Following a brief discussion of selected topics in algebra and analytic geometry, the methodology of differential calculus will be stressed, and the use of differential calculus in the description of continuous analytic functions will be emphasized. Finally, the roll of antidifferentiation, and the concept of the integral will be introduced. Throughout the theoretical development, numerous applications to the natural, social, and management sciences will be considered.

Prerequisite: Ms 242 or Permission

Ms 332 APPLIED STATISTICS **3 Cr. Hr.**

This course continues the development of statistical analysis begun in Ms 132. Following a brief review of the elementary ideas of descriptive and inferential statistics, a variety of intermediate-level topics and procedures will be studied, including analysis using the chi-square distribution, regression and correlation analysis, analysis of variation, time series analysis, decision theory, and others.

Prerequisite: Ms 132

Ms 499 TOPICS IN MATHEMATICS **3 Cr. Hr.**

This is a course of variable content that will give upper division students the opportunity to study special topics not included as a regular part of the curriculum. Particular offerings will be developed jointly by the mathematics faculty and interested students, and might include areas such as multivariate calculus, history of mathematics, linear algebra, group theory, and others. Junior/Senior standing and a strong quantitative background is assumed. **Prerequisite: Permission**

Nu 100 INTRODUCTION TO NURSING CONCEPTS **3 Cr. Hr.**

The major focus of this course is on the past, present and emerging roles of the nurse. Included within this focus are the essence of baccalaureate nursing and the curriculum design. The major concepts and subconcepts of this nursing course will provide a framework for the individual's program of study. The concepts include but are not limited to Roy's Adaptation Model, Critical Thinking, the nursing process, teaching and learning. Learners will have the opportunity to assess the role of nurses in a variety of practice settings.

Nu 201 FUNDAMENTALS OF ADULT HEALTH **5 Cr. Hr.**

The major focus of this course is nursing process with emphasis on beginning assessment and intervention, fundamental skills and pharmacology mathematics. Communication and teaching/learning theories are also included. Clinical experience is provided in the college laboratory and with adult clients in non-acute health care settings.

Prerequisite: Sophomore Nursing Status Corequisites: Sc 233, Sc 241

Nu 202 ADULT HEALTH I **5 Cr. Hr.**

This course expands the student's knowledge of the nursing process, Roy Adaptation Model, health assessment, and the skills necessary for promoting adaptation to simple acute and chronic health problems in the adult patient. The focus is on meeting the basic health care needs of individual patients with altered levels of adaptation. Additionally the Roy Adaptation Model is applied to the nursing process in caring for patients experiencing surgery. Concepts and theories from the social sciences, physical sciences, and humanities are integrated into the assessment of patient needs in the physiologic, role function, and interdependence modes. The student applies these concepts in the college laboratory and in acute health care settings.

Prerequisite: Nu 201; Corequisite: Sc 234

Nu 203 PHARMACOLOGY **3 Cr. Hr.**

This course builds upon students' knowledge of anatomy, physiology, and chemistry. It is designed to provide the knowledge required for the safe administration of drugs. Focus is placed on the actions, interactions, and side effects of major drug groups, as well as on nursing responsibilities related to drug administration.

Prerequisite: Sc/Sl 182

Nu 204 HEALTH ASSESSMENT **2 Cr. Hr.**

The emphasis of this course is on the nursing assessment of the healthy adult. The student will learn to gather subjective and objective data about a client's health status and to perform a systematic physical assessment. The clinical laboratory setting will be utilized to practice the techniques of assessment and the identification of normal findings.

Prerequisite: Sc/Sl 122

Nu 204RHEALTH ASSESSMENT **2 Cr. Hr.**

This course is designed for the registered nurse learner and is equivalent to Nu 204. This course is designed to enhance the registered nurse's knowledge and skills which will enable the learner to perform health assessments on a child, adult, and older adult. The nursing assessment data base will be used by the learner to plan nursing intervention to promote positive zones of adaptive health. The learner will project a teaching plan for the purpose of adaptive behavior. The learner is expected to apply the knowledge and skills acquired in this course in all subsequent nursing courses.

Prerequisite: Registered Nurse

Nu 301 PARENTAL CHILD HEALTH CONCEPTS **2 Cr. Hr.**

This course examines concepts relevant to the health of the developing family. These concepts will include adaptation, stress, loss, role socialization, need, family style and culture. Genetic principles, ethical concerns, and legal issues are also addressed as related to the emerging family.

Prerequisite: Junior Nursing Status

Nu 302 PARENTAL CHILD HEALTH I **5 Cr. Hr.**

The focus of this course is the application of the nursing process in the care of the childbearing family. The focus is on the prenatal, intranatal, postnatal, and neonatal stages of childbearing. Adaptation in the physiological, self-concept, role function and interdependence mode is integrated throughout the course. Concepts of oxygenation/circulation, metabolism/regulation, perception/coordination, inflammation/immunity and sexuality are discussed. Clinical experiences include hospital settings, childbirth preparation classes, clinics, and postpartal home visits.

Prerequisite: Junior Nursing Status

Nu 303 PARENTAL CHILD HEALTH II **5 Cr. Hr.**

This course explores application of nursing process utilizing the Roy Adaptation Model in the care of the child and the family. Concepts include adaptation, stress, crisis, need, adult learning, communication and development. Clinical experiences are provided in hospitals, rural health care settings, and clinics.

Prerequisite: Junior Nursing Status

Nu 304 BIOPSYCHOSOCIAL HEALTH **6 Cr. Hr.**

This course focuses on behaviors which occur when the individual is unable to cope effectively with acute biopsychosocial stressors. Relevant theories and theoretical formulations are used in order to promote an understanding of individual, family, group and community dynamics. Within the framework of the nursing process, self-knowledge and intervention skills are developed which allow the [illegible]se to assist individuals, families and groups in their adaptation to focal, contextual and/or residual stressors. Clinical experience is provided in inpatient mental health facilities and community settings.

Prerequisite: Junior Nursing Status

Nu 307R NURSING CONCEPTS I **3 Cr. Hr.**

This course is designed for registered nurses to provide an introduction into the culture of professional nursing with an emphasis on the School of Nursing's philosophy, objectives and conceptual framework and is equivalent to Nu 100. Using Roy's theory of adaptation, the concepts of person, health, environment and nursing will be explored. The content is focused on professional role socialization, accountability, nursing process, communication, the teaching/learning process and the evolving roles of nursing.

Prerequisite: Registered Nurse

Nu 309R NURSING CONCEPTS II **5 Cr. Hr.**

This course is designed for registered nurse learners and is the equivalent of Nu 301, Nu 302, Nu 303, and Nu 304. The focus of this course is on the developing family's adaptation to a changing environment and the nursing interactions that promote key behavior. A conceptual base is provided for client assessment, using Roy's Theory of Adaptation. Emphasis will be placed on the promotion, maintenance and the restoration of health of families with children from ages zero (0) to twenty-one (21) years. Clinical experience is provided in a variety of nontraditional community settings that will facilitate the registered nurse learner's integration of knowledge and theory in the application of the nursing process.

Prerequisite: Nu 307R, Nu 204R or Permission

Nu 310 WELLNESS: TRANSCULTURAL PERSPECTIVES **3 Cr. Hr.**

This course provides students with a practical guide for adapting to life in our complex society. Offered by the School of Nursing, this upper level elective, is open to both nursing and nonnursing students. The course provides an understanding of the three requirements for healthy living from a transcultural perspective; meditation, movement and food as energy. Where appropriate comparisons will be made between both western and nonwestern attitudes towards wellness. Experiential learning techniques will be used to increase student awareness.

Prerequisite: Junior or Senior Nursing Status

Nu 401 NURSING INTERVENTIONS IN THE COMMUNITY **6 Cr. Hr.**

The central focus of this course is an application of the nursing process and the Roy Adaptation Model in the community setting, utilizing such conceptual frameworks as adaptation, systems theory, crisis intervention and the epidemiological model as the basis for practice. The students assist individuals, clients, families, groups and the community in adapting to their environment to attain or maintain optimal wellness. Special emphasis is placed on the developmental stage of the older adult. The clinical experiences, in a variety of community settings, build on the students' experience in providing collaborative health care.

Prerequisites: Sc 392, Senior Nursing Status

Nu 401R NURSING CONCEPTS III **5 Cr. Hr.**

This course is designed for registered nurses and is equivalent to Nu 401. The focus of this course is the health status and adaptive behavior of the community. The community is a composite of individuals, families, and groups residing in a variety of cultural contexts. The Registered Nurse learner will engage in activities designed to influence the biopsychosocial well-being of the community. The health needs of selected communities will be identified using research methods. Clinical experience is provided in a variety of non traditional community settings and builds on the learner's experience in providing collaborative health care.

Prerequisites: Nu 307R, Nu 204R, Nu 309R, or Permission

Nu 402 ADULT HEALTH II **6 Cr. Hr.**

In this course the impact of major health problems in the adaptation of families is a central theme. The focus is on meeting complex health care needs of the client and family with altered levels of adaptation in oxygenation, activity/rest, elimination, senses, protection, and nutrition needs and in neurological and metabolic function. Opportunities for experiential learning are provided in a variety of settings such as acute care, rehabilitation centers, self-help and support groups.

Prerequisites: Sc 392, Senior Nursing Status

Nu 403 ADULT HEALTH III **6 Cr. Hr.**

This course is the last in the sequence of Adult Health. It is designed to integrate and expand previous learning and clinical experiences of the student. It builds upon the student's knowledge of the biological and social sciences, adult health nursing and the role of the professional nurse. Opportunities are provided to refine nursing assessment skills and to synthesize clinical judgments and client management strategies in complex emergent health problems of adults and families. A teaching/learning project focusing on the use of concepts, theories of critical thinking, teaching, learning, group, and evaluation is to be completed. Students may select a clinical area of interest for this experience. Experiential learning will also be provided in a variety of settings in acute care facilities.

Prerequisites: Sc 392, Nu 402, Senior Nursing Status

Nu 404 LEADERSHIP CONCEPTS **4 Cr. Hr.**

This course provides a conceptual and practical base for examining role transition from a student role to a beginning practitioner. Emphasis is placed on the application of leadership principles.

Prerequisite: Sc 392, Senior Nursing Status

Nu 404R LEADERSHIP CONCEPTS **4 Cr. Hr.**

This course is designed for registered nurse learners and is the equivalent of Nu 404. This course provides a synthesizing experience for the registered nurse to relate professional nursing practice and accountability in health care delivery. The learner examines the role of nursing leader and manager within the contexts of culture, change, decision making, power, politics and economics.

Prerequisites: Nu 307R, Nu 204R, Nu 309R, Nu 401R, Nu 408R, or Permission

Nu 408R NURSING CONCEPTS IV **5 Cr. Hr.**

This course is designed for registered nurse learners and is the equivalent of Nu 402 and Nu 403. The focus of this course is the adult client's adaptation to a changing environment and the nursing interactions that promote key behavior. A conceptual base is provided for examining client, adaptation, and nursing. Emphasis will be placed on the restoration of the health of the adult within the community. Clinical experience is provided in a variety of nontraditional community settings that will allow the registered nurse learner to integrate knowledge and theory in the application of the nursing process.

Prerequisites: Nu 307R, Nu 204R, Nu 309R, Nu 401R, or Permission

Nu 409 ADAPTATION IN THE CARE OF OLDER ADULTS (Elective) **3 Cr. Hr.**

This upper level nursing elective expands the student's knowledge of nursing process and adaptation theory in understanding the care of older adults within the family and society. Integration of concepts related to the Roy adaptation model in addition to selected theories from the social and biological sciences are emphasized. The incorporation of literature, art, and electronic media will be utilized to enhance the learning experience.

Prerequisite: RN or Senior Nursing Status

Nu 411 TRANSCULTURAL NURSING (Elective) **3 Cr. Hr.**

Through seminars and travel, the student participates in providing health care to individuals in other cultures.

Prerequisite: RN or Senior Nursing Status or Permission

Nu 420 ONCOLOGICAL NURSING: AN ADAPTATION APPROACH (Elective) **3 Cr. Hr.**

This senior level course allows the student the opportunity to build upon and to integrate theories introduced earlier in the curriculum to the complexities of caring for the person with cancer. Emphasis is placed on identifying that which is unique to the practice of nursing within the clinical area.

Prerequisite: RN or Senior Nursing Status

Nu 430 NEUROSCIENCE NURSING (Elective) **3 Cr. Hr.**
This course is offered to senior students or nurses working in acute or chronic neurological/neurosurgical settings. The course complements the learner's existing fundamental nursing knowledge and promotes specialized nursing practice through the acquisition and application of advanced neuroscience concepts. Emphasis is placed on specialized care of individuals, families, and groups who have actual or potential biopsychosocial alterations due to nervous system dysfunction.

Prerequisite: RN or Senior Nursing Status

Nu 440 NURSING INTERNSHIP (Elective) **3 Cr. Hr.**
This senior nursing elective affords the learner an opportunity to apply theory in the care of clients primarily to rural health care delivery systems. Learners become more responsive to the health care needs of rural Maine's diverse cultural populations. Through an increased opportunity to apply theory to practice, learners are assisted in their transition to the role of professional nurse.

Prerequisite: Senior Nursing Status

Nu 450 ISSUES IN WOMEN'S HEALTH (Elective) **3 Cr. Hr.**
This nursing elective offers the student an opportunity to explore health issues which are unique to women or affect women differently than men. Sociocultural, political, economic, environmental and personal factors which affect those issues will be integrated into class discussion. Topics will include health maintenance strategies, AIDS/STDs, Premenstrual Syndrome (PMS), reproductive choice, violence against women and other current issues. This courses is offered to any student who is interested in increasing his/her understanding of these women's health issues.

Prerequisite: RN or Senior Nursing Status

Nu 460 PULMONARY HEALTH CARE (Elective) **3 Cr. Hr.**
This nursing elective utilizes Roy's Adaptation Model in the assessment and management of adults with pulmonary dysfunction. Building upon biological, behavioral and nursing science courses, students are afforded the opportunity to expand their understanding and application of the nursing process to promote clients' adaptation within these disease processes.

Prerequisite: RN or Senior Nursing Status

Nu 499 SPECIAL TOPICS IN NURSING (Elective) **1-3 Cr. Hr.**
Selected topics in nursing are considered. The course enhances students' knowledge of professional nursing, building upon previous knowledge of the nursing and research processes. Emphasis is placed on increasing awareness of current professional issues in nursing.

Prerequisite: RN or Senior Nursing Status

Ph 201 INTRODUCTION TO PHILOSOPHY **3 Cr. Hr.**
This course is designed to confront students with perennial human questions about existence, meaning, knowledge, conduct and value, and to acquaint them with selected perspectives on these questions provided by the Western philosophical tradition. A wide range of philosophers, representing many different modes of philosophical inquiry, will be examined. Problems in the contemporary world will provide starting points for the exploration of philosophical theory.

Ph 301 ETHICS **3 Cr. Hr.**
This course reviews the important traditional and contemporary ethical positions, with emphasis on relating morality to life in the world today.

Ph 499 SPECIAL TOPICS IN PHILOSOPHY **3 Cr. Hr.**
This is a course of variable content depending on the interests of students and faculty.

Pl 100 INTRODUCTION TO PARALEGAL **3 Cr. Hr.**
This course examines the nature of law, its philosophical and legal foundations; and its need for this course that will prepare students for the multi-skilled demands to the practical aspects of legal practice will be covered.

Pl 200 CRIMINAL LAW **3 Cr. Hr.**
This course will cover the nature of crimes, essential elements of crime, specific types of crimes, defenses to criminal liability, general scheme of the criminal process and basic criminal procedure.
Prerequisite: Ba 201

Pl 201 REAL ESTATE LAW **3 Cr. Hr.**
An analysis of the legal aspects of transferring real estate including the essential documents: the offer, acceptance, purchase and sales agreement, mortgage, and promissory note forms, and deed preparation. Forms of ownership, warranties, and title examination and preparation of title examination reports, which would include visits to Registrary of Deeds as required.

Pl 203 CIVIL LITIGATION **3 Cr. Hr.**
Types of litigation, negligence cases, collection cases, commercial litigation, interviewing clients, investigation, organization of files, preparation of pleadings, discovery, settlements, preparation of briefs. A unit on Worker's Compensation and medical terminology will also be included.
Prerequisite: Ba 202

Pl 204 INTRODUCTION TO WILLS, ESTATES & TRUSTS **3 Cr. Hr.**
This course examines the general theory and procedures, both legal and administrative, employed in the preparation and handling of wills, trusts, and estates. This course will prepare students to understand the basic concepts in the field; be able to apply these concepts to the skills needed to perform the tasks of a probate paralegal; recognize the immense complexity of estate administration and realize that only through continued study combined with practical experience can the professional competency of a paralegal be obtained.

Pl 205 LEGAL RESEARCH AND WRITING **3 Cr. Hr.**
This course examines the major conponents of legal research. Students are trained to use a modern law library to solve basic problems in legal research. Legal reference materials such as cases, codes, and commentaries are used to develop effective legal research techniques. Students are expected to prepare cogent written summaries of their findings. Westlaw, a legal computer database, will be presented to the students so that as paralegals entering the job market they will have familiarity of computer research systems.
Prerequisite: Hy 211 or Permission

Pl 207 LAW OFFICE PRACTICE **3 Cr. Hr.**
An examination of the responsibilities of the paralegal, including the preparation and processing of legal documents, time management, the attorney client relationship, and the nature and role of law office employees.
Prerequisites: Ss 132 and Ba 202

Pl 210 PARALEGAL INTERNSHIP **3 Cr. Hr.**
A supervised work experience (minimum of 120 hours) for senior paralegal students in a legal environment, providing an opportunity to apply the learning outcomes of prior course work.
Prerequisite: All Pl Courses or by Permission

Pl 299 SPECIAL TOPICS IN PARALEGAL STUDIES **3 Cr. Hr.**
This course is designed for those students who wish to pursue research in the paralegal studies field.
Prerequisite: By Permission

Py 111 GENERAL PSYCHOLOGY **3 Cr. Hr**

This is an introduction to the scientific study of the entire field of psychology. It involves the study of basic patterns of behavior including motivation, perception, learning, emotions, the physiological basis of behavior, human growth and development, personality theory and measurement, and abnormal and deviant behavior.

Py 212 APPLIED PSYCHOLOGY **3 Cr. Hr.**

This course focuses on the application of psychological principles, facts, and research methods with the purpose of understanding and modifying human behavior. Particular emphasis is placed on the problems of adjustment in life situations including the areas of mental health, marriage, and the family, as well as the areas centering around work activities including job selection, employment motivation and adjustment to the work environment.

Prerequisite: Py 111

Py 241 HUMAN GROWTH AND DEVELOPMENT **3 Cr. Hr.**

This course includes physiological processes of development including conception, prenatal growth, birth, maturation, and aging, provide a framework for examining the cognitive, affective and social development of the individual during his/her lifespan.

Prerequisite: Py 111

Py 331 INTERPERSONAL RELATIONS **3 Cr. Hr.**

This course provides an inclusive core of scientific information and functional skills concerning communication and interpersonal relations based on psychological principles. Practice in applying this information and these skills toward improved personal functioning in all life environments is strongly promoted.

Prerequisite: Py 111

Py 332 ABNORMAL PSYCHOLOGY **3 Cr. Hr.**

This is a comprehensive course focusing on the better understanding of the field as an area of active inquiry both in clinical practice and in research. A complete presentation of the most important theoretical models along with topics that reflect contemporary interests are examined. Developmental perspectives along with current views of abnormality and current treatment approaches are studied.

Prerequisite: Py 111

Py 333 PSYCHOLOGY OF PERSONALITY **3 Cr. Hr.**

This is a critical review of methods and content in the study of personality. The development of the field, with attention to recent applications of scientific methods to problems of personality, is examined. A survey of major theories of personality is undertaken.

Prerequisite: Py 111 or Permission

Py 431 BEHAVIOR MODIFICATION/SEMINAR IN LEARNING **3 Cr. Hr.**

This is an advanced course examining how learning principles influence human behavior. The extension of these principles and concepts emerging from the experimental analysis of behavior to problems of behavior modification in academic, social, and industrial settings is studied.

Prerequisite: Py 111

Py 499 SPECIAL TOPICS IN PSYCHOLOGY **3 Cr. Hr.**

This course has variable content depending on the interests of students and faculty. Topics that may be offered include behavioral modification, learning theory, and leadership.

Prerequisite: Py 111 or Permission

Sc 111 INTRODUCTION TO ANATOMY AND PHYSIOLOGY I **3 Cr. Hr.**
This course examines the structures and functions of the human body. It is designed for students pursuing careers in allied health fields and students who have minimal backgrounds in the biological sciences. The topics include the chemical basis of life, the cell and cellular metabolism, tissues, the skin, body organization, the skeletal system, the nervous system, somatic and special senses, and the endocrine system.

Sl 111 ANATOMY AND PHYSIOLOGY LAB I **0 Cr. Hr.**

Sc 112 INTRODUCTION TO ANATOMY AND PHYSIOLOGY II **3 Cr.Hr.**
This course is a continuation of Introduction to Anatomy and Physiology I. The topics studied in this course include the digestive system, nutrition and metabolism, the respiratory system, the blood, the cardiovascular system, the lymphatic system, the urinary system, water and electrolyte balance, and the reproductive system.
Prerequisite: Sc 111

Sl 112 ANATOMY AND PHYSIOLOGY LAB II **0 Cr. Hr.**

Sc 121 ANATOMY AND PHYSIOLOGY I **3 Cr. Hr.**
This course provides an in-depth understanding of the structures and functions of the human body and its parts. The course begins with the organization of the human body and descriptive terminology relating to various segments of the body. Cellular anatomy and physiology and study of tissues lead to the study of the organ systems. Topics included in the course are skin, the skeletal system, joints, the nervous system, and muscle.

Sl 121 ANATOMY AND PHYSIOLOGY LAB I **1 Cr. Hr.**

Sc 122 ANATOMY AND PHYSIOLOGY II **3 Cr. Hr.**
This course is a continuation of Anatomy and Physiology I. The course will provide a thorough understanding of structure-function relationships down to the molecular level. The semester will cover the special senses, blood, the cardiovascular system, lymphatics, the respiratory system, the digestive system, the urinary system, the endocrine system, and reproduction.
Prerequisite: Sc 121

Sl 122 ANATOMY AND PHYSIOLOGY LAB II **1 Cr. Hr.**

Sc 131 HUMAN GENETICS **3 Cr. Hr.**
This course is designed to support the natural interest of most people in those human physical, behavioral, and social characteristics that have a hereditary basis. Lectures, discussions and the solving of simple genetic and statistical problems are used to form a basis for the consideration of current social issues with genetic implications.

Sc 132 BIOLOGY **3 Cr. Hr.**
This course is designed for nonscience majors and enables them to become aware of their role in the complex biological system in which they live. It is the basic science on which all other life sciences are built. Topics include the unity and diversity of life, methods and organizing concepts in biology, the cellular basis of life, patterns of inheritance and subsequent development in organisms, plant and animal systems and their control, evolution, and the biology of populations.

Sc 141 ECOLOGY **3 Cr. Hr.**
This course examines the interrelationships between living organisms and their environment. The science of ecology is presented at three levels: the ecology of the individual organism, the ecology of populations, and the ecology of groups of different kinds of organisms living together in communities. The effects of human activities within ecosystems are examined. Current environment issues and policies are discussed with emphasis on the economical, sociological and ecological aspects of each.

Sc 142 CONSERVATION AND RESOURCE MANAGEMENT **3 Cr. Hr.**
This course emphasizes the basic principles of conservation which are applied to utilization and management of natural resources such as soil, water, range lands, forests, wildlife, minerals, and human populations. The study of the interrelationships between living organisms and their environment is known as ecology. This course applies ecological concepts to conservation problems and policies.
Prerequisite: Sc 141 or Permission

Sc 181 CHEMISTRY I **3 Cr. Hr.**
This introduction to chemistry provides a basic understanding of theoretical and practical aspects of inorganic chemistry. The course includes the metric system, chemical elements and symbols, the structure of the atom, chemical bonds, molecules and compounds, and chemical reactions.

Sl 181 CHEMISTRY LAB I **1 Cr. Hr.**

Sc 182 CHEMISTRY II **3 Cr. Hr.**
This course is a continuation of Chemistry I. It focuses on organic chemistry and biochemistry and provides a background for understanding the chemical mechanisms of health and disease. Organic chemistry will emphasize the study of carbon, its special properties, and its compounds. Biochemistry will focus on the chemicals of living organisms, carbohydrates, lipids, proteins, and nucleic acids. Selected physiological topics such as energy metabolism, the genetic code, and protein synthesis are included.
Prerequisite: Sc 181

Sl 182 CHEMISTRY LAB II **1 Cr. Hr.**

Sc 233 PATHOPHYSIOLOGY **3 Cr. Hr.**
Pathophysiology is the study of abnormal, diseased physiological processes. The course begins with altered cell functioning, injury and death. The course continues with pathophysiology of the body systems and inability of diseased systems to maintain homeostasis. Also included are inflammation, immunity, neoplasia, and adaptations of the body to stress. Although aging is not considered a disease, some aspects of aging will be discussed.
Prerequisite: Sc 112 or Sc 122

Sc 234 NUTRITION **3 Cr. Hr.**
This course examines the basic nutritional principles (biological, chemical and regulatory mechanisms); the changing nutritional requirements throughout the life cycle; the relationship between nutrition and disease; the principles of therapeutic nutrition (diet therapy) and the assessment of nutritional status.
Prerequisite: Sc 182 Recommended

Sc 241 MICROBIOLOGY **2 Cr. Hr.**
This course provides a broad understanding of both beneficial and harmful microorganisms and their roles in human welfare. Emphasis is placed on the structure, physiology, and control of human pathogens, particularly bacteria and viruses. The lab provides experience in important techniques of culturing, identifying, and controlling microorganisms.

Sl 241 MICROBIOLOGY LAB **2 Cr. Hr.**

Sc 271 PHYSICS I* **4 Cr. Hr.**
Physics I is the first course in a two semester general physics sequence. The goal of this course is to introduce the student to the concepts of force and motion, work and energy, fluids and gases, heat and thermodynamics, and periodic motion. The class meets for three hours each week in lecture and recitation, and two hours each week in the lab. This course assumes no prior background in physics.
Prerequisite: Ms 242

**Pending Faculty Approval*

Sc 272 PHYSICS II* **4 Cr. Hr.**
This course continues the development of the basic physical concepts begun in Sc 271. Topics include electricity and magnetism, optics, atomic theory, relativity. quantum mechanics, nuclear physics, and elementary particles. The class meets for three hours each week in lecture and recitation, and two hours each week in the lab.

Prerequisite: Sc 271

Sc 291 CELL BIOLOGY* **3 Cr. Hr.**
A detailed analysis of cellular organelles in relation to active transport, endocytosis, cell-to-cell communitications, cell division, and protwin synthesis. Chromosome organizations, gene structure, RNA synthesis and regulation of gene expression are also considered. Discussions will emphasize techniques and key experiments that have helped in the development and formulation of comtemporary concepts.

Sc 292 EPIDEMIOLOGY* **3 Cr. Hr.**
Basic concepts of epidemiology and methods for identification of factors influencing health and disease in human populations. Considerations are centered on physical, biological, psychosocial, and cultural factors in relation to infectious and nonnfectious diseases; interactions between agent, host, and environmental factors as determinants of health and disease; application of the epidemiologic approach to health services; and retrospective and prospective analysis of morbidity data. Instruction is by lecture, laboratory exercises, and seminars.

Sc 351 OCEANOGRAPHY **3 Cr. Hr.**
This course examines the physical and biological characteristics of the marine environment. Topics include the origin of earth and its oceans, life in the oceans, the history of oceanography, plate tectonics, the nature of water, ocean circulation, waves, tides, shorelines, and coastal regions. A large portion of the course examines the interrelationships between organisms and the marine environment, mariculture marine pollution, and pollution control.

Sc 362 DYNAMICS OF THE EARTH **3 Cr. Hr.**
This course presents the basic concepts of earth science which includes a broad and nonquantitative survey at the introductory level of topics in geology, oceanography, meteorology and astronomy. In geology, the topics emphasized are plate tectonics, volcanic activity, mountain building, minerals and rocks, earthquakes, geologic time and earth history. In meteorology, the specific areas include weather elements, weather patterns, and storms. The astronomy unit reviews constellations, the moon, the solar system and beyond. Laboratory activities are included to demonstrate concepts. Within each unit human use and manipulation of physical resources is examined from both a scientific and economic perspective.

Sc 371 HORTICULTURE **3 Cr. Hr.**
This course presents the fundamentals of horticulture including topics such as environmental factors affecting plants, methods of growing plants, pruning, grafting, harvesting and storing, pests and horticulture plants and their control, horticulture for home grounds, and the vegetable garden. Laboratory activities enable students to practice experimental design and planting techniques used in horticulture.

Sc 392 RESEARCH **3 Cr. Hr.**
This course introduces students to the scientific method by examining the purpose of research, the review of literature, approaches to research methodology and data collection, data analysis, and examination of current research studies. The student develops a research proposal, designs the research, and discusses statistical analysis.

Prerequisite: Ms 132

**Pending Faculty Approval*

Sm 101 INTRODUCTION TO SPORTS MANAGEMENT **3 Cr. Hr.**

This course is designed to orient the student to sports management. Historical and philosophical aspects of sports management will be included in a seminar format as well as an overview of current issues and career opportunities in sports management. Students will formulate personal and career goals.

Prerequisite: Sports Mgmt. Major or Permission

Sm 202 SPORTS FACILITIES MANAGEMENT, PLANNING, CONSTRUCTION AND UTILIZATION **3 Cr. Hr.**

The purpose of this course is to serve as a resource guide for sports managers, athletic directors, sports club managers, and sports consultants in managing sports facilities. The course will include methodologies for planning and construction of new sports facilities as well as guidelines for measuring the adequacy of existing sports facilities.

Prerequisite: Sm 101

Sm 301 ATHLETIC TRAINING AND LEGAL LIABILITY ISSUES IN SPORTS MANAGEMENT **3 Cr. Hr.**

The purpose of this course is to combine basic principles of athletic training and sports law. The student, through case studies, applies and demonstrates accepted ethical and legal tenets in sports management environments.

Prerequisite: Sm 202

Sm 402 MANAGEMENT OF SCHOLASTIC AND COLLEGIATE ATHLETICS I **3 Cr. Hr.**

This course meets the needs of students interested in a career as an athletic director. It covers management principles and procedures of athletic departments in an educational setting. Emphasis is placed on the development of an athletic administrative staff. Course content includes the design and implementation of athletic policies in human resource, finance, and operations.

Prerequisite: Sm 301

Sm 403 MANAGEMENT OF SCHOLASTIC AND COLLEGIATE ATHLETICS II **3 Cr. Hr.**

This course continues the in-depth study of management principles and procedures of athletic departments. Emphasis is on the applications of athletic department procedures and policies. Additional topics covered include concessions, fundraising, promotions, community relations, and student athlete compliance (NCAA, NAIA, and National Federation).

Prerequisite: Sm 402

Sm 405 DESKTOP PUBLISHING IN SPORTS MANAGEMENT **3 Cr. Hr.**

The purpose of this course is to provide the sports management student with desktop publishing techniques that are utilized by sports management professionals. Course content focuses on the development and design of marketing, promotional and advertising materials. The student, by use of computers, will produce athletic department flyers, brochures, tickets, program booklets, award certificates and sports forms.

Prerequisite: Sm 402

Sm 440 TOOLS AND TECHNIQUES IN QUANTITATIVE ANALYSIS FOR THE SPORTS MANAGER **3 Cr. Hr.**

This course is designed to provide sports management students with practical quantitative analysis techniques used by sports managers in the decision making process. Sports product demand, pricing and trend analysis research will be analyzed using econometric and financial models.

Prerequisites: Ec 321, Sm 402, Sm 403

Sm 496-498 SPORTS MANAGEMENT INTERNSHIP **3-9 Cr. Hr.**
This course is designed to provide sports management students with practical work experience in a sports management environment. Cooperative opportunities are provided for students at the local, national, and international level.

Prerequisite: Permission

Sm 499 SPECIAL TOPICS IN SPORTS MANAGEMENT **1-3 Cr. Hr.**
This course provides sports management students the opportunity to research and develop special projects within the realm of sports management. Open to Junior and Senior students only.

Prerequisite: Permission

Ss 090 KEYBOARDING **1 Cr. Hr.**
This course is designed as a five week course in introduction to keyboarding. Emphasis will be placed on learning the complete keyboard for a typewriter as well as a personal computer. Basic techniques of good keyboarding will be stressed as well as speed and accuracy. Daily classes. Pass/Fail

Ss 100 MICROCOMPUTER ACCOUNTING **3 Cr. Hr.**
A beginning course in accounting principles using a microcomputer where students develop an understanding of accounting as it applies to the business world. The Integrated Accounting package will be used.

Prerequisite: Ss 131

Ss 101 SPEEDWRITING I **3 Cr. Hr.**
Students will learn the fundamentals and principles of Speedwriting Shorthand. In addition to learning the speedwriting outlines, they will learn brief forms, abbreviations, phrases, how to formulate word endings,and apply correct punctuation. Emphasis will be placed on correctly reading and writing outlines. The desired outcome will be to transcribe new-matter dictation of letters, memos, and reports at the rate of 80 wpm in mailable form. Class meets Monday,Wednesday, and Friday.

Prerequisite: Ss 131

Ss 102 SPEEDWRITING II **3 Cr. Hr.**
Students speedwriting ability is increased in this course through vocabulary building and speed development. Accurately transcribed letters are required at the minimum speed of 80 wpm. Laboratory facilities are available for additional dictation practice at varying speeds.

Prerequisites: Ss 101, Ss 131, Ss 111

Ss 111 BUSINESS COMMUNICATIONS SKILLS **3 Cr. Hr.**
Students will be able to perfect their editing and proofreading skills by recognizing errors in punctuation, capitalization, expression of numbers, grammar, spelling, and vocabulary.

Ss 131 KEYBOARDING/TYPEWRITING I **3 Cr. Hr.**
Keyboarding/Typewriting I is a course designed to provide students with a thorough mastery of keyboard techniques and to instill correct typewriting habits. Emphasis is placed on exercises which lead to the immediate use of the typewriter. Typewriting exercises include personal and business letters, horizontal and vertical centering, tables, and reports. Skills are developed in proofreading, word division and line-ending decisions, crowding, spreading, and erasing. A minimum speed of 50 wpm with three or less errors must be completed.

Ss 132 KEYBOARDING/TYPEWRITING II **3 Cr. Hr.**
Keyboarding/Typewriting II covers the techniques conducive to the development of speed and accuracy typewriting. Emphasis is placed on the development and arrangement of standard letter styles, rough drafts, tabulation, and manuscript writing using microcomputers. This course is taught on the IBM PC2 system.

Prerequisite: Ss 131

Ss 231 KEYBOARDING/TYPEWRITING III **3 Cr. Hr.**

Emphasis in this course is on the development of the highest degree of speed and accuracy on the production and continuity level using word processing equipment. Advanced letter writing problems, and executive interoffice communications, advanced tabulation problems, and executive keyboarding are thoroughly covered. All work must meet the standards of the professional business office for quality and appropriate set up. Court reporting students must pass two 5-minute timed writings from unfamiliar material at a minimum speed of 60 wpm with a maximum of three (3) errors.

Prerequisite: Ss 132

Ss 233 VOICE TRANSCRIPTION **3 Cr. Hr.**

The student is taught to integrate the tools of transcription necessary for machine transcription: English and typewriting. Emphasis is placed on the setup and appearance of the transcript and upon punctuation and paragraphing in accordance with present standards. Practice tapes introduce the student to many diversified business fields.

Prerequisites: Ss 132 and Ss 111

Ss 242 ADMINISTRATIVE PROCEDURES I **3 Cr. Hr.**

This course includes three specific units of instruction--records management, electronic calculators, and programmed proofreading. The three areas are taught as separate rotations. The purpose of the course is to prepare efficient operators of the electronic calculator, to become knowledgeable of filing rules and procedures, and to develop proofreading principles.

Prerequisite: Ss 132

Ss 243 ADMINISTRATIVE PROCEDURES II **3 Cr. Hr.**

This course is designed to be a last semester course for the student enrolled in an Executive Administration program to provide an opportunity to bring together and apply the skills and business principles learned in other courses through simulated situations. Emphasis will be placed on ergonomics as it applies to the office; time management; techniques and setting priorities; formating, editing, revising and preparing final documents; reprographics and micrographics in today's office; communications--written and oral; handling travel arrangements, meetings, conferences, incoming and outgoing mail, and the telephone. Groups will be assigned topics to research and present to the class. Guest speakers are encouraged to participate in the presentations. Field trips may be arranged.

Prerequisite: Ss 132

Ss 244 MEDICAL TRANSCRIPTION AND OFFICE PROCEDURES **3 Cr. Hr.**

This course is designed to provide an opportunity to apply medical terminology through practical experience with machine transcription using transcribing machines and tapes. A study of specialized procedures in the medical office is correlated with the transcription area.

Prerequisites: Ma 204 and Ss 132

Ss 251 - Ss 253 COOPERATIVE EDUCATION **3 - 9 Cr. Hr.**

This is a work-experience course with the employers in the business community. The course is supervised by a member of the Professional Studies Department. Students are employed on a part-time basis and the course may be substituted for credit as an open elective. Three to nine credit hours may be taken.

Prerequisites: Ss 242 and Ss 231

Ss 261 LEGAL PROCEDURES **3 Cr. Hr.**

This advanced course is designed primarily for students in the Administrative/Legal Assistant Program, but it may be an elective for others. It gives a variety of experiences in legal proceedings and develops a greater familiarity with legal terminology.

Prerequisites: Ba 201 and Ss 102

Ss 499 SPECIAL TOPICS IN SECRETARIAL STUDIES **1-3 Cr. Hr.**
This course is designed for those students who wish to pursue research in the area of the Professional Studies Department. A study of various problems encountered in an office environment, technology, and/or court reporting will be discussed. A research paper is required.

Prerequisite: Seniors Only

Sy 201 PRINCIPLES OF SOCIOLOGY **3 Cr. Hr.**
This course is an introduction to the study of society and the interaction of individuals within society. It is a prerequisite for all other courses in sociology. Topics studies include basic sociological theory and concepts, socialization, cultures, institutions, patterns of social structure, and social change. Some emphasis is placed on cultural relativity in modern society and the implications of cultural differences for business.

Sy 205 ADDICTIONS: INSIGHTS AND ISSUES **3 Cr. Hr.**
This course examines current models used to describe alcohol abuse, alcohol dependence, other drug abuse and dependence, and substance/process abuse in general. Assessment, treatment, addictive behaviors, and outcomes will be examined. The course is helpful to health care students, to any business sstudent who expects to supervise others, and to anyone expected to function within a group. The course will also give each student the opportunity to gain insight into an issue of personal choice.

Sy 211 CONTEMPORARY SOCIAL ISSUES **3 Cr. Hr.**
The course presents an analysis of major social issues. Statistical data and their interpretation are analyzed to explain and illustrate the concepts of social disorganization, value conflicts, and personal deviation. Those issues to be investigated include problems related to urbanization, marriage and the family, civil liberties, discrimination, mass communication, quality of environment and social policy.

Prerequisite: Sy 201

Sy 312 SOCIOLOGY OF WORK **3 Cr. Hr.**
This course examines work-related processes, social structures, and role behavior associated with blue collar, white collar, executive, and professional levels of employment. Among the topics considered are socialization in work roles; occupational professional ideologies; the interrelationship of work, status, and lifestyle; and adjustment to life cycle changes as they affect work and career. Particular attention will be focused on changing work patterns and values in the late twentieth century.

Prerequisite: Sy 201

Sy 499 SPECIAL TOPICS IN SOCIOLOGY **3 Cr. Hr.**
This is a course of variable content depending on the interests of the students and faculty.

Prerequisite: Sy 201

Wp 211 WORDPERFECT **3 Cr. Hr.**
This course is a study of modern information processing and administrative support concepts. Emphasis is placed on the use of WordPerfect software. The WordPerfect software is used on the IBM personal computer and IBM compatible systems.

Prerequisite: Ss 131

Wp 212 ADVANCED WORDPERFECT **3 Cr. Hr.**
This course is a study of advanced applications using the WordPerfect software. Emphasis is placed on merging primary and secondary files, preparation of envelopes and labels, and creating macros. The course will also include sorting, calculation formulas, preparation of newspaper—style columns, and creating outlines, footnotes and endnotes.

Prerequisite: Wp 211

Wp 213 INFORMATION PROCESSING APPLICATIONS I **3 Cr. Hr.**
An introduction to MS-DOS (PC-DOS), the major operating system in use today, and Lotus 1-2-3, the predominant spreadsheet program in use today.

Prerequisites: Wp 211 and Ss 132

Wp 214 INFORMATION PROCESSING APPLICATION II **3 Cr. Hr.**
This course includes materials related to several different software packages such as Advanced Lotus 1,2,3; Windows; and Graphics Software.

Wp 215 INFORMATION PROCESSING APPLICATIONS III, DESKTOP PUBLISHING **3 Cr. Hr.**
This course includes programs emphasizing the importance of desktop publishing. Students will be able to create, edit, format, and layout sophisticated documents using WordPerfect . Such areas as advanced test-handling and graphic-handling features will be discussed and be a part of the projects required.

Prerequisites: Ss 131 and Wp 211

Wp 499 SPECIAL TOPICS IN INFORMATION PROCESSING **3 Cr. Hr.**
This is a course of variable content. Faculty and students prepare a special topic of timely interest in the word processing area. This course may consist of seminars, individualized instruction, and/or research related to a specific area of specialization.

Prerequisite: By Permission

GRADUATE COURSES

Gr 710 HUMAN RESOURCE MANAGEMENT **3 Cr. Hr.**
This course explores human resource management as an integrated process of planning and control designed to achieve high employee productivity and job satisfaction. The course focuses on the essential functions of human resource management as they apply both to the general supervisory responsibilities of every manager and to the specific operations of the personnel department.

Gr 716 MANAGEMENT COMMUNICATIONS **3 Cr. Hr.**
This is an advanced communications course that builds upon a student's experience and prior undergraduate course work in writing and oral communications. Topics includc: advanced business writing, use of visual materials, selection of secondary sources of information, report preparation, and presentations to small and large groups.

Gr 718 RESEARCH METHODS IN BUSINESS AND EDUCATION **3 Cr. Hr.**
This course is designed for beginning graduate students who have little or no formal preparation in those areas of research and problem-solving essential for a comprehensive study of business and education at the graduate level. Emphasis is placed on the identification of common problem types and the selection and use of appropriate methods of analysis (primarily statistical in nature).

Gr 720 COMPUTER APPLICATIONS FOR BUSINESS AND EDUCATION **3 Cr. Hr.**
This course deals with the use of electronic data processing systems for solving problems related to management. Emphasis is placed on the use of microcomputers for a variety of applications including database management, spreadsheets, and word processing. Students complete a project related to their field of interest. Lab fee: $40.00

Gr 721 SYSTEMS ANALYSIS **3 Cr. Hr.**
In order to use a computer effectively for data processing purposes, the needs of the organization must be defined, current and expected future activities must be analyzed, and an appropriate system must be designed. This course presents a general yet practical methodology for the analysis and design of business systems.

Prerequisite: Gr 720 or Permission

Gr 724 LEADERSHIP IN BUSINESS AND PROFESSIONS **3 Cr. Hr.**
This course is designed to provide graduate management students with a comprehensive review of the essentials for effective leadership. It focuses on the identification of basic leadership styles, explores the theoretical and practical findings of research in leadership development, and seeks to synthesize the student's leadership style with the most effective working models of leadership.

Gr 726 ORGANIZATIONAL POLICY AND STRATEGY **3 Cr. Hr.**
This is a capstone for other business-related courses. It is designed to acquaint the student with types of managerial decisions, the basis for making them and ways to avoid stereotyped decisions. Students have an opportunity to practice decision-making through the use of case studies and simulations, and whenever possible, through participation in actual decision-making situations. An understanding of elementary statistics, managerial accounting, and managerial economics is advisable before the student participates in the course.

Prerequisite: 18 Graduate Credit Hours

Gr 728 CORPORATE STRATEGY AND PUBLIC POLICY **3 Cr. Hr.**

This course is designed to develop in the student an understanding of the corporation's position in the dynamics of the political system and to increase his or her capacity to deal effectively with public policy initiatives impinging on business. The course examines the roots of public perception of business, reviews the nature of policy-making in the public sector, and expolores methods of influencing public opinion and intervening in the public policy process. Readings are drawn from classical and current literature on the subject, and case studies are used to demonstrate management responses to public policy developments.

Gr 730 FINANCIAL MANAGEMENT **3 Cr. Hr.**

Topics considered include financial planning, operating and capital budgets, cash flow, purchasing and accounting procedures, the sources and uses of corporate and institutional funds, and financial analysis for evaluation and control. Students develop projects specifically related to their needs in educational administration, small business, or corporate management.

Prerequisite: Gr 740 or Equivalent

Gr 732 MARKETING MANAGEMENT **3 Cr. Hr.**

This course focuses on complex problems facing decision-makers in the marketing of goods and services. Emphasis is placed on the decision-making process, including assessment of the social, economic, and political environment in which the organization operates; problem definition; development and evaluation of alternatives, and the implementation of the best alternative. Cases in advertising, sales, marketing research, and strategic marketing management provide practice in marketing analysis and decision-making.

Gr 734 PRODUCTION MANAGEMENT **3 Cr. Hr.**

Emphasis is placed on the use of quantitative techniques for solving manufacturing problems. The student is given an opportunity to practice mathematical model-building and manipulation. Other topics considered include queuing system design, plant layout, statistical quality control, inventory modeling, Program Evaluation and Review Technique (PERT), linear and nonlinear programming, and control theory.

Gr 735 MANAGEMENT IN THE SERVICE SECTOR **3 Cr. Hr.**

This course explores issues and problems specific to the management of organizations which design, produce and deliver services rather than manufactured products. The course focuses in particular on the service concept or vision, the development of operating strategies, delivery systems, quality control processes, and the role of services in the larger economy. Particular attention is paid to the integration of marketing, operations and human resource management in service firms. Additional topics include: achieving customer satisfaction, the role of information in services, and organization and motivation for work in service firms.

Gr 736 BUSINESS LAW **3 Cr. Hr.**

This course examines the Uniform Commercial Code which forms the basis of the legal framework within which the formal business organization must operate. Topics include: sales contracts, partnerships, corporations, and law governing the sale of personal property.

Gr 738 MANAGERIAL ECONOMICS **3 Cr. Hr.**

This course begins with a comprehensive overview of micro- and macro-economic concepts with the aim of developing within students a picture of how business and nonprofit organizations relate to the economy as a whole. The course then focuses on practical applications of economic analysis to problems of concern to managers. Case studies and projects are used to demonstrate the methods used to determine economic feasibility and cost-effectiveness of products, services, and programs.

Gr 740 MANAGERIAL ACCOUNTING **3 Cr. Hr.**

This is an accelerated accounting course for those with little or no formal accounting background. The emphasis is on concepts which managers need to know in order to be effective. Topics include the preparation and interpretation of financial statements, working capital, cost planning and control, break-even analysis, and capital budgeting.

Gr 742 ACCOUNTING IN PLANNING, BUDGETING AND CONTROL 3 Cr. Hr.
This course examines the role of accounting in the planning, budgeting, and control process of a business or nonprofit organization. Various types of budgets are discussed, including line-item and program budgets. The integration of budgeting with planning and control functions is emphasized. Case studies are used to provide the opportunity to apply these tools to managerial problems.

Prerequisite: Gr 740

Gr 744 QUANTITATIVE DECISION MAKING 3 Cr. Hr.
This course presents important mathematical concepts and tools used by managers of business, education and nonprofit organizations. Topics include problem definition, linear programming, regression analysis, subjective probability, decision analysis, and Program Evaluation and Review Technique (PERT).

Prerequisite: GR 718 or 12 Credits of Undergraduate Mathematics

Gr 746 INVESTMENT ANALYSIS 3 Cr. Hr.
This course provides a detailed description of securities market organization and approaches to investment opportunities. Students will examine theories used in the valuation of financial securities and employ projects and applications to develop a real world understanding of portfolio management.

Gr 748 MANAGEMENT INFORMATION SYSTEMS 3 Cr. Hr.
This course explores information resource management systems which support planning and control functions in an organization. Lectures, readings, and case studies are used to provide students with exposure to and practice in the application of appropriate concepts.

Gr 752 CURRENT ISSUES IN BUSINESS 3 Cr. Hr.
This course, conducted in seminar fashion, draws on current literature to analyze contemporary and emerging issues facing management in the late twentieth century. Content will vary.

Gr 754 NEW VENTURE PLANNING AND MANAGEMENT 3 Cr. Hr.
This course deals with the foundation of new ventures and related aspects of managing the small growing enterprise. Techniques taught in this course are equally applicable to small businesses, nonprofit organizations, and new ventures of larger organizations. Topics include: use of scarce resources, such as money, talent and technological expertise; identification of environmental threats and opportunities; and operational considerations such as organizational structure, legal requirements, financing, and accounting procedures.

Prerequisite: GR 740 or Equivalent

Gr 756 HEALTH CARE MANAGEMENT 3 Cr. Hr.
This course examines management problems and policy-making in the health care industry. Several areas are considered including: (1) functions of the health care manager, (2) types of health care delivery systems, (3) the administration of hospitals, (4) the financing of medical care, and (5) the role of government. Through readings, lectures, discussions, and projects, students clarify their own role in the delivery of health services. The course regularly draws on experts in health planning and health care administration.

Gr 757 LEGAL ENVIRONMENT OF HEALTH CARE MANAGEMENT 3 Cr. Hr.
The course provides a foundation in the legal and regulatory framework in which health care instituions operate. Students will also examine the legal issues confronting health care managers including director and administrative liability, malpractice, negligence, patient rights and confidentiality, licensure requirements, and the like.

Gr 758 HEALTH CARE ECONOMICS **3 Cr. Hr.**
In this course, the principles and tools of economic decision-making are applied to management in the health care sector. The course explores the application to health care management functions of such concepts and processes as supply and demand, resource allocation and utilization, costing and pricing, resource productivity, forecasting and economic aspects of planning, and utilization review. While the principal emphasis in the course is on micro-economic analysis, some consideration is also given to an economic analysis of public policy alternatives fo the delivery of health care service.

Prerequisite: GR 738

Gr 759 FINANCIAL MANAGEMENT IN HEALTH CARE ORGANIZATIONS 3 Cr. Hr.
This course applies the perspectives and tools of financial analysis to the management of health care organizations and evaluation of organizational performance. Topics covered include capital budgeting, sources of operating revenue, management of cash and inventories, risk analysis and forecasting. Particular attention is paid to cost containment regulatory strategies and their implications for financial planning and management.

Prerequisite: GR 740

Gr 772 SPECIAL TOPICS IN BUSINESS EDUCATION **3 Cr. Hr.**
Topics considered by participants may include the legal ramifications of local and governmental regulations, contract negotiations, professional ethics, curriculum and public interest, and other current problems or issues.

Gr 790 INDEPENDENT STUDY **3 Cr. Hr.**
The student studies with a faculty member who specializes in an appropriate field. Emphasis is on individual reading and directed action or research programs which involve student and professor. The student must have the approval of the Dean, the faculty member involved, and must file a written plan of the project with the Graduate Dean. A maximum of three (3) credits may be earned.*

Gr 792 PROFESSIONAL PROJECT **3 or 6 Cr. Hr.**
The student, or group of students, in consultation with a faculty advisor, determines the nature and scope of the project to be undertaken. The project is essentially practical in nature and is usually related to the student's work experience. The plan for the project must be filed with the Graduate Committee. A maximum of six (6) credit hours may be earned.*

Gr 794 BUSINESS/EDUCATION INTERNSHIP **3 or 6 Cr. Hr.**
The internship is designed for the person who lacks recent work experience in business or education. It is on-the-job work in a special area of concentration. The nature of the work and the location of the internship must be approved by the student's advisor and the Graduate Committee. Included in the experience are precounseling, on-site supervision, periodic summary and evaluation reporting, supplemental reading, and pertinent research or practical work-related projects. A maximum of six (6) credit hours may be earned.*

Gr 795 HEALTH CARE MANAGEMENT INTERNSHIP **3 or 6 Cr. Hr.**
This internship is designed for individuals who lack experience in health care administration. The location of the internship and the nature of the work experience must be approved by the Graduate Dean and the Graduate Committee. Included in the internship are precounseling, on-site supervision, periodic summary and evaluation reporting, supplemental readings, and/or seminars, and pertinent research or work-related projects. A maximum of six (6) credit hours may be earned.*

**A maximum of nine (9) credit hours of any combination of Independent Study/Project/Thesis/Internship is allowed.*

Gr 796 THESIS **6 Cr. Hr.**
The thesis may be library-oriented research with extensive reliance on documents and a relatively limited amount of primary field research, or it may be action-oriented field research with relevant documentation from the literature. The title of the thesis topic must be filed with the Graduate Committee. A student, with the approval of his/her advisory committee, may register for the thesis after completion of twenty-four (24) semester hours.*

Gr 799 MANAGEMENT SEMINAR **3 Cr. Hr.**
Students work together in a seminar setting under the direction of a member of the graduate faculty. The content of the seminar will vary according to the interests of students and faculty involved.

Nu 700 THEORIES AND ROLES FOR ADVANCED NURSING PRACTICE **3 Cr. Hr.**
This course has dual foci. The first is to provide an opportunity to analyze theoretical concepts, principles and processes from nursing and related disciplines to guide advanced clinical practice and role development. The second emphasis is the acquisition of knowledge needed to conceptualize and identify with the relevant current practice issues inherent in the role of a nurse practitioner.

Nu 702 PHARMACOTHERAPEUTICS **3 Cr. Hr.**
This course provides an opportunity for students to focus on the clinical applications of the major classifications of drugs. The emphasis is on clinical pharmacology and therapeutics. Clinical correlations using case studies with applications to special populations, in primary, secondary, and tertiary settings will be addressed. Legal parameters for prescription writing protocols and factors promoting patient compliance with drug therapy will be included. Application of this knowledge for special patient populations will be further developed in Nu 800, 802, 804, and 806.

Nu 704 ADVANCED HEALTH ASSESSMENT **3 Cr. Hr.**
The focus of this course is the assessment of total health status of clients throughout the lifespan. It is designed to enable the student to refine and further develop diagnostic reasoning skills and utilize a regional approach to physical exam in the delivery of primary health care. The course builds on undergraduate health assessment skills and includes a clinical practicum which provides the student the opportunity to apply advanced nursing knowledge and practice in the areas of physical and psychosocial assessment of clients. Students will perform complete health assessments on selected clients, obtaining an in-depth health history, performing a comprehensive physical examination, recording findings and developing a problem list and treatment plan.

Nu 706 ADVANCED PATHOPHYSIOLOGY **3 Cr. Hr.**
This course examines the reaction of the body to disease throughout the lifespan. Using a conceptual approach that is designed to integrate knowledge from basic and clinical sciences, it focuses on alterations in biological processes which affect the body's dynamic equilibrium. Alterations at the cellular and organ level are presented and include genetic, metabolic, infectious, immunologic, degenerative, and neoplastic processes. Clinical problems will be developed and explored to facilitate the acquisition of critical thinking, problem-solving and evaluation skills needed by practitioners in the management of clients with chronic and acute health problems.

Nu 710 NURSING RESEARCH **3 Cr. Hr.**
This course explores the principles and uses of the research process in nursing. It is designed to provide the nurse practitioner student with the knowledge and enthusiasm by being active participants in the research process. Content will focus on critically analyzing published research, utilization of research findings within the clinical setting, development of a clinical research question into a researchable proposal and active participation in a group research project.

**A maximum of nine (9) credit hours of any combination of Independent Study/Project/Thesis/Internship is allowed.*

Nu 720 FOUNDATIONS OF COMMUNITY HEALTH **3 Cr. Hr.**

This course investigates major concepts basic to the development, implementation and evaluation of community health services provided by family nurse practitioners Concepts related to nursing theory, public policy, program planning and exploration of nursing's role related to aggregate level health promotion; health maintenance, health restoration and disease prevention will be explored.

Nu 730 RURAL HEALTH NURSING **3 Cr. Hr.**

A national and regional perspective of rural health in America will be presented. Various characteristics of rural life will be used to provide a framework to examine and explore rural nursing theory and issues relevant to the delivery of rural health care. A course emphasis will be exploration of the challenges in providing primary health care to medically underserved populations. Community-driven strategies for addressing rural health needs, as well as interdisciplinary collaboration, will also be addressed.

Clinical Courses:

Nu 800 FAMILY HEALTH I **5 Cr. Hr.**

Class - 3 Credits, Clinical - 12 Hours

This course explores the theories and practice of health care for reproductive families and children from infancy through adolescence. The course will focus on health-illness issues experienced by this population in underserved rural and urban areas. The clinical practicum will present the nurse practitioner student with precepted clinical experience in assessing, planning and managing care for clients and families in these age groups at a variety of clinical sites.

Prerequisites: Nu 702, 704, 706

Nu 802 FAMILY HEALTH II **5 Cr. Hr.**

Class - 3 Credits, Clinical - 12 Hours

This course explores relevant theories and practice issues in the health care of individuals and families in early and middle adulthood. It will focus on acute and chronic health problems experienced by this population within a family and community context. Sociopolitical, cultural and ethical issues will be addressed. The clinical practicum will present the nurse practitioner student with precepted clinical experience in assessing, planning, and managing care for clients and families in these age groups at a variety of clinical sites.

Prerequisites: Nu 702, 704, 706

Nu 804 FAMILY HEALTH III **5 Cr. Hr.**

Class - 3 Credits, Clinical - 12 Hours

The focus of this course includes relevant theories and practice issues in the health care of individuals and families in late adulthood. It will explore the acute and chronic health care needs and conditions experienced by this group of clients within a family and community context. Sociopolitical, cultural, and ethical issues will be analyzed as they relate to this population. The clinical practicum will present the nurse practitioner student with precepted clinical experience in assessing, planning, and managing care for clients and families in this age group at a variety of clinical sites.

Prerequisites: Nu 702, 704, 706

Nu 806 INTERNSHIP/PRACTICUM **4 Cr. Hr.**

Class - 1 Credit, Clinical - 18 Hours

This is the culminating clinical course in the program. The focus is on integrating the knowledge and clinical management skills from previous courses in preparation for the transition from graduate student to nurse practitioner. Students take part in weekly seminars, allowing them to thoroughly explore the clinical issues that arise while caring for clients across the lifespan, having varied health care needs.

Prerequisites: Nu 800, 802, 804

ACADEMIC CALENDAR 1995 - 1996

Fall Semester - 1995

September	5	Tuesday	Student Orientation
September	6	Wednesday	Registration
September	7	Thursday	Classes Begin
September	8-15	Friday - Friday	Add/Drop
October	9	Monday	Columbus Day - No Classes
October	27	Friday	Mid-term
November	6 - 21	Monday - Tuesday	Advising for Preregistration
November	22, 24	Wednesday, Friday	THANKSGIVING VAC.
November	27	Monday	Classes Resume
December	15	Friday	Last Day of Classes
December	18 - 20	Monday - Wednesday	Final Exams

Spring Semester - 1996

January	16	Tuesday	Orientation & Registration
January	17	Wednesday	Classes Begin
January	18 - 26	Thursday - Friday	Add/Drop
March	1	Friday	Mid-term
March	4 - 15	Monday - Friday	SPRING VACATION
March	18	Monday	Classes Resume
March	18-29	Monday - Friday	Preregistration
April	4 - 5	Monday, Tuesday	Preregistration
May	3	Friday	Last Day of Classes
May	6 - 8	Monday - Wednesday	Final Exams
May	11	Saturday	COMMENCEMENT
May	28	Tuesday	Summer School I
July	8	Monday	Summer School II

ACADEMIC CALENDAR 1996 - 1997

Fall Semester - 1996

September	3	Tuesday	Student Orientation
September	4	Wednesday	Registration
September	5	Thursday	Classes Begin
September	6 -13	Friday - Friday	Add - Drop
October	14	Monday	Columbus Day - No Classes
November	1	Friday	Mid-term
November	4 - 19	Monday, Tuesday	Preregistration
November	20 - 22	Wednesday - Friday	THANKSGIVING VAC.
November	25	Monday	Classes Resume
December	13	Friday	Last Day of Classes
December	16 - 18	Monday - Wednesday	Final Exams

Spring Semester - 1997

January	13	Monday	Orientation & Registration
January	14	Tuesday	Classes Begin
January	15- 24	Thursday - Friday	Add - Drop
January	20	Monday	Martin Luther King
Birthday			
January	21	Tuesday	Classes Resume
February	28	Friday	Mid-term
March	3 - 14	Monday - Friday	SPRING VACATION
March	17	Monday	Classes Resume
March	17 - 28	Monday - Friday	Preregistration
May	2	Friday	Last Day of classes
May	5 - 7	Monday - Wednesday	Final Exams
May	10	Saturday	COMMENCEMENT
May	27	Tuesday	Summer School I
July	7	Monday	Summer School II

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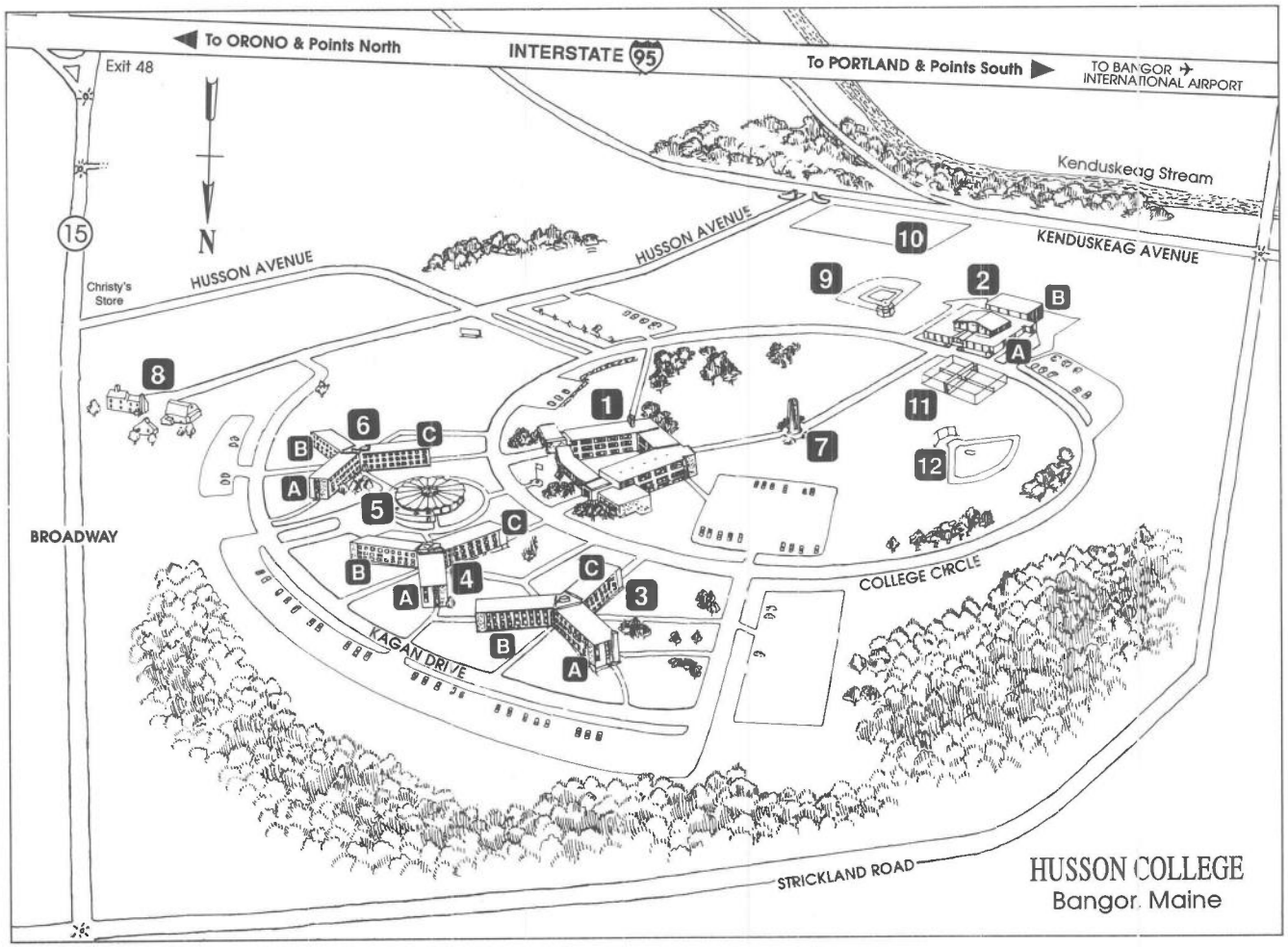
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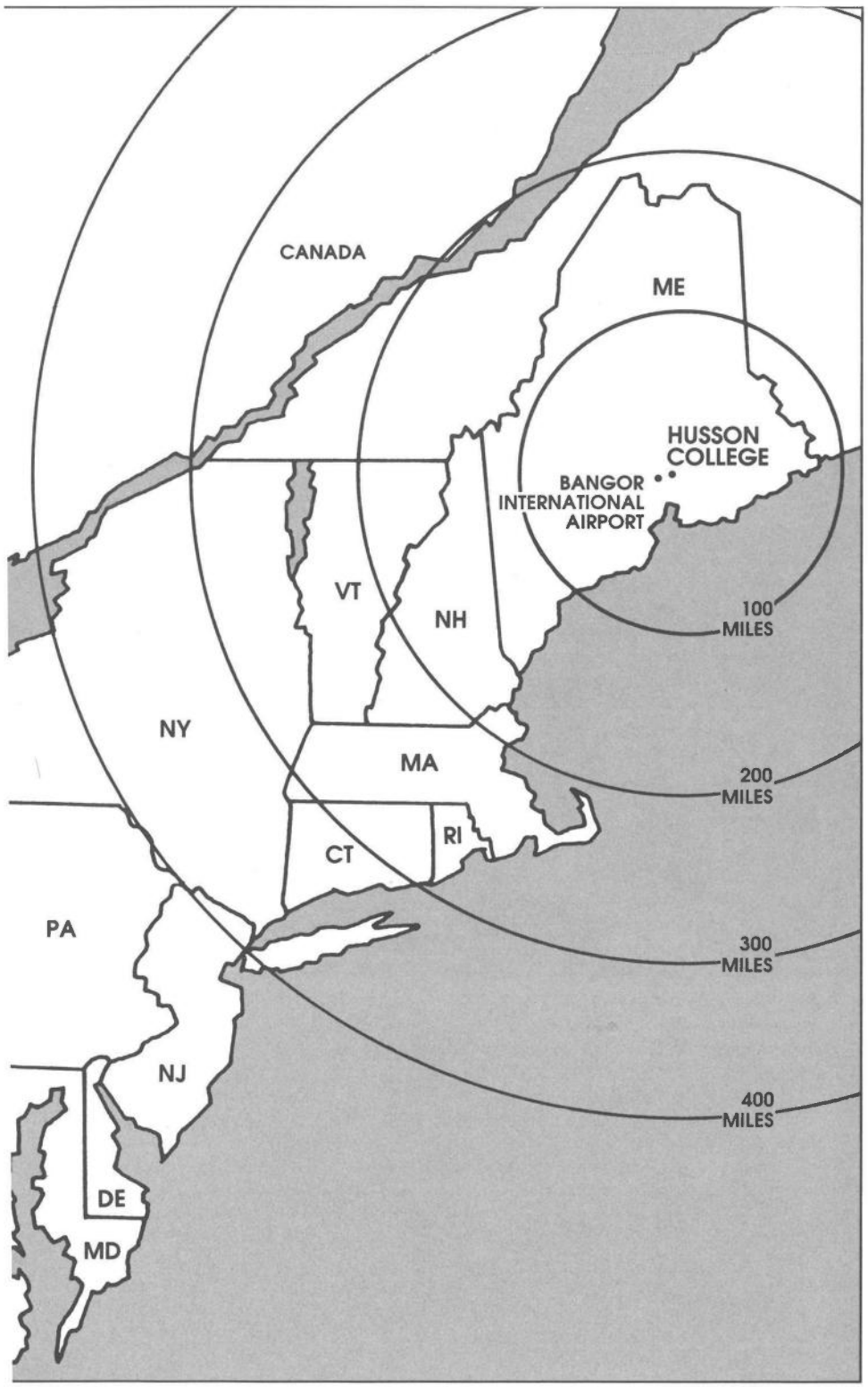
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Bangor, Maine


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HUSSON
COLLEGE
BANGOR
INTERNATIONAL
AIRPORT
VT
NH
100
MILES
NY
MA
200
MILES
CT
RI
PA
300
MILES
NJ
400
MILES
DE
MD

